

Tuesday, April 15, 2025

7:00 PM

McFarland Municipal Center
5915 Milwaukee St, McFarland
Community Room

AGENDA

The public may attend in-person or remotely through the Zoom webinar or telephone options listed below. *Please Note: Virtual attendance is offered as a convenience, but technical difficulties beyond the Village's control may prevent or limit its availability at any meeting. The public is encouraged to attend the meeting in person to assure full access to the proceedings.*

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/85755749643>

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

Webinar ID: 857 5574 9643

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 March 18, 2025 meeting.

4. BUSINESS.

- a. Discussion and action on a Site Design Review Permit for an accessory structure for a Food-Waste Composting Bin Kiosk requested by Village Public Works located at 5115 Terminal Drive.
- b. Discussion and action on a request for a one-year extension for a Site Design Review permit for Flint Hills Resources Pine Bend, LLC, for the addition of a fire pump building located at 4405 Terminal Drive.
- c. Discussion and recommendation to the Village Board regarding a proposal from ZoneCo to update the Village's Zoning and Subdivision Codes.

5. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, May 20, 2025 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 March 18, 2025, at 7:00 P.M.

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

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.

There were no public appearances during this section.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the February 19, 2025 meeting.

Clow moved to approve the minutes of the February 19, 2025, Plan Commission meeting. Pominville seconded the motion. Motion passed 6-0.

4. PUBLIC HEARING.

- a. Public hearing on a Conditional Use Permit application for a Community Solar Energy Collection System, requested by Wisconsin Power & Light, an Alliant Energy Company, located at 3443 Siggelkow Road, parcel #0710-354-8341-1.

Bremer provided a summary on the agenda item discussing the details of the proposed use and history of the Village's acquisition and lease agreements with the McFarland School District and Alliant Energy under their Customer Hosted Solar program. Site design discussions included fencing, vegetation, panels designs, setbacks, gate entrances, and impacts to adjacent properties. Andy Carrol with Westphal & Company Inc, and Bob Tandy with Alliant Energy were in attendance to provide additional details of the proposed project and answered additional questions from the Commission.

Clow opened the public hearing at 7:28 PM. Ken Boyd, 3457 Siggelkow Road provided comments referencing a Harvard Business Review article called The Dark Side of Solar Power regarding concerns related to solar panel waste and recycling. Clow closed the public hearing at 7:36.

Discussion from the Commission included costs associated with the installation, maintenance, and decommissioning of the site, and renewable energy credits.

Bremer and Tandy confirmed all costs to design, construct, maintain, and decommission the property will be Alliant's responsibility. Per the existing lease agreement the School District and Village will be provided monthly lease payments for the 20 year term of the lease, plus the renewable energy credits generated from the facility. The lease may be extended by up to three 5-year extension.

5. BUSINESS.

- a. Discussion and action on a Conditional Use Permit application for a Community Solar Energy Collection System, requested by Wisconsin Power & Light, an Alliant Energy Company, located at 3443 Siggelkow Road, parcel #0710-354-8341-1.

No further discussion or concerns on the agenda item, the Commission was in consensus to moved forward with action. Clow motioned to approve a Conditional Use Permit application for a Community Solar Energy Collection System, requested by Wisconsin Power & Light, an Alliant Energy Company, located at 3443 Siggelkow Road, parcel # 0710-354-8341-1. Brassington seconded the motion. During the discussion, Bremer requested the listed conditions of approval from the staff report be included in the motion.

Clow amended the motion to: approve a Conditional Use Permit application for a Community Solar Energy Collection System, requested by Wisconsin Power & Light, an Alliant Energy Company, located at 3443 Siggelkow Road, parcel # 0710-354-8341-1 with the following conditions of approval:

1. Applicant to update the stormwater management and erosion control plan addressing the conditions in the Village Engineer's letter dated March 3, 2025.
2. Applicant to install a Know Box on the gate to the solar farm for Village emergency personnel access per the Fire Chief's letter dated March 5, 2025.
3. Applicant to maintain compliance with the terms of the property Site Lease Agreement with the McFarland School District.

The motion to amend the motion was seconded by Brassington. The motion to amend the original motion passed 6-0. The amended motion passed 6-0.

- b. Discussion and action on Site Design Review Permit application for a Community Solar Energy Collection System, requested by Wisconsin Power & Light, an Alliant Energy Company, located at 3443 Siggelkow Road, parcel #0710-354-8341-1.

Bremer provided a summary on the agenda item, commenting on the unique characteristics of the proposed use without a principal building as it relates to

typical site design review requirements. No new details were provided that were not covered previously in agenda item 4.a., and 5.a. The only utility to the site includes electrical.

Clow motioned to approve a Site Design Review Permit application for a Community Solar Energy Collection System, requested by Wisconsin Power & Light, an Alliant Energy Company, located at 3443 Siggelkow Road, parcel # 0710-354-8341-1.

1. Applicant to update the stormwater management and erosion control plan addressing the conditions in the Village Engineer's letter dated March 3, 2025.
2. Applicant to install a Know Box on the gate to the solar farm for Village emergency personnel access per the Fire Chief's letter dated March 5, 2025.
3. Applicant to maintain compliance with the terms of the property Site Lease Agreement with the McFarland School District.

Conrad seconded the motion. Motion passed 6-0.

- c. Discussion and action on a Site Design Review Permit for an accessory structure for a Food-Waste Composting Bin Kiosk requested by Village Public Works located at 5115 Terminal Drive.

Clow read into record one registrant in opposition to the agenda item, David Franchek at 4739 Lorraine Way. Thao provided a summary on the agenda item, discussing the background of the pilot food scraps composting program with Wisconsin Dane County Waste & Renewables and structure design details. Lee Igl, Village Public Works Director, provided additional comments and details on the project. The Commission discussed the operations and funding of the program. Conrad asked if the structure was ADA compliant based on the structure designs related to protruding objects. Staff did not have a clear answer and would refer to Dane County for details.

Clow motioned to table action on the agenda item until further details of the ADA accessibility can be addressed by Dane County. Conrad seconded the motion. Motion passed 6-0.

- d. Discussion regarding a preapplication concept plan submitted by Lakestone Properties for a propose 166 unit residential subdivision at the northeast intersection of Elvehjem Road and CTH AB, parcel #061002496911.

Conrad Campbell (6389 Scandia Lane) and Laurie Morris (6070 Shooting Star Court) spoke in opposition to the concept citing concerns with:

- quality of low-income housing
- crime related activities

- consistencies with the 2023 East Side Plan and Village's Comprehensive Plan's Future Land Use Map
- proposed densities

Bremer provided a summary on the agenda item summarizing the previous preapplication concepts and the changes made, which included adding the County's requirement for a 150-foot vision triangle at the intersection of CTH AB and Elvehjem Road. Brett Rieman, Lakestone Properties, provided a summary on their developer lead neighborhood meeting February 26, 2025. Bremer and Rieman discussed the scope of the traffic study and areas covered. The Commission discussed the scope of the traffic study, jurisdiction to set speed limits on Elvehjem Road and CTH AB, housing affordability, range of units offered, commercial opportunity, and comments received regarding the Comprehensive Plan's Future Land Use Map and East Side Plan. Bremer stated no action taken on this agenda item and summarized what next steps Lakestone Properties will need to take if they decide to move forward with an application.

- e. Discussion regarding the updated Village Comprehensive Outdoor and Recreation Plan.

Staff provided a summary of the draft Comprehensive Outdoor Recreation Plan and purpose of the plan update. The Commission's discussion included input on the current CORP objective of 18.5 acres per 1,000 residents. This objective impacts other standards for parkland dedication and park impact fees. The Commission's discussion with Staff's included research on comparable communities in Dane County and their current CORP level of service goals, parkland dedication requirements and park impact fees. Discussion included:

- The Village has fees that appear to be above the average in most categories; however, it is unclear whether other communities are annually increasing their fees due to actual costs and inflation.
- Methods to determine the rates vary among communities: Village's changes reflect the annual year's consumer price index per Village ordinance.
- Recent rate changes were made to catch up to previous years when they were not changed from the last impact fee study in 2004 to the latest study in 2020.
- Comments received from recent developers on the rates
- What the fees collected are used for
- Distribution of the National Recreation and Parks Association's standards according to their 2024 report; what this includes and excludes.
- Village Parks staffing
- Attracting new families to McFarland and retention of current families

The Commission did not recommend changes to the CORP objective of 18.5 acres of parkland (excluding wetland and floodplain areas) per 1,000 residents. There was some Commission member concerns expressed regarding the park impact fees as related to other peer communities. Bremer noted that the 2025 Village Budget includes updating the 2020 impact fee study after completion of the CORP and that would provide another opportunity to review the impact fees.

6. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, April 15, 2025 at 7:00PM.

7. ADJOURNMENT.

Conrad motioned to adjourn; Brassington seconded the motion. Motion passed 6-0. Meeting adjourned at 9:48 P.M.


McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, April 15, 2025

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director, Lee Igl, Public Works Director, Kong Thao, Associate Planner

AGENDA ITEM: Discussion and action on a Site Design Review Permit for an accessory structure for a Food-Waste Composting Bin Kiosk requested by Village Public Works located at 5115 Terminal Drive.

PREVIOUS ACTION:

July 8, 2024 - S&NR committee discussed Dane County Food Waste project.

March 18, 2025 - Plan Commission tabled action on the item with questions on ADA compliance.

March 19, 2025 - Dane County Waste & Renewables held a public information meeting at the Village's Municipal Center.

ISSUE SUMMARY:

The Village's Public Work's Director, Lee Igl, is requesting a site design review permit for an accessory structure for a food-waste compost bin kiosk located at the Public Works building, located at 5115 Terminal Drive. The accessory structure will be a permanent ground-mounted partially enclosed structure with a pitched roof. The structure is part of a pilot program with Dane County Department of Waste and Renewables, serving as a drop-off location for compostable food waste. Waste collection will be completed by Dane County on a set schedule. The County has branded these food scrap drop-off locations "*Scrap Stops*".

The agenda item was previously discussed at the March 10, 2025 Plan Commission meeting.

The Commission took action to table the item for the April Plan Commission meeting, so Staff may follow up if the structure met ADA standards. Village Staff followed up with Dane County staff and their engineering team on the proposed design shared the following comments, "*After architect consulting- though ADA code doesn't address this type of structure, for best practice MCM will place flower boxes at the four corners, to help with cane detection and connect to the compost theme. The planters do not need to be functionally linked to the kiosk but will be heavy enough to deter theft or movement.*" The packet includes an updated site plan design with the flower boxes.

DANE COUNTY PROGRAM BACKGROUND

This pilot compost program is headed by Dane County Department of Waste & Renewables (W&R) through a grant received from the USDA Composting and Food Waste Reduction Cooperative (CWFR) in late 2023. The W&R's application seeks to plan for the community's changing waste stream and purposefully set the foundation to advance the region towards



circularity. As a part of these plans, W&R is committed to finding ways to divert food waste from landfills and develop food waste collection programs that can take advantage of its new organics recycling facility. W&R's proposed grant proposal seeks to bolster food waste collection and hauling efforts in Dane County by establishing food waste drop-off sites at six different locations around the County. The project is consistent with Dane County's Climate Action goal of diverting food waste from landfills to maximize the greenhouse gas emission reductions associated with food waste. The compost generated from the food scraps collected will be turned into a beneficial soil amendment, expected to be applied to Dane County farmlands and community gardens to recharge soil health and local food production. The participating agencies have met monthly to discuss the design of kiosks, locations and methods of collection.

Participating agencies and communities are:

- City of Madison
- Madison Children's Museum
- Henry Vilas Zoo
- City of Middleton
- Badger Prairie Needs Network
- Village of McFarland

EXISTING CONDITIONS

The property is 3.54 acres and zoned C-P Commercial Park. The property is a Village-owned property with the Public Works Department working from this building. The property includes the main building, approximately 20,400 square feet, with garage and three accessory buildings in the rear to hold Village-owned vehicles and equipment. There is a seasonal brush drop off site for Village residents along the southeast corner of the lot. This area is gated. The main building includes rooftop solar.

- North. To the north is 5109 Terminal Drive, a storage building zoned C-P Commercial Park. Also to the north is the Parkwoods Condominium on Lorraine Way. These condos include 12 condominium units over 6 duplex buildings. This property is zoned R-3 General Residence. The Parkwoods Condominium includes a private residential road and a turnaround cul-de-sac.
- West. To the west is 5108 Terminal Drive, a single family home, zoned R-1 Single Family Residence.
- East. To the east is US Highway 51.
- South. To the south is 5119 Terminal Drive, a privately owned business. This property shares the driveway entrance with the Public Work's building. The property is zoned C-P Commercial Park.

Sec. 62-310(e) SITE DESIGN STANDARDS

- Grading & Surfacing. The proposed structure does not trigger a requirement for an



- erosion control plan. The Village Engineer did not have any comments or concerns.
- Landscaping. The proposed structure does not trigger a requirement for additional landscaping on the property.
 - Building Relationship. The location of the accessory structure is located adjacent to the northeast corner of the Public Works building. The location was selected for not being within a gated part of the property along with its ease of access for residents to drive up to. The location is also covered within the view of security cameras.
 - Lighting. The proposed structure does not alter or disturb the current lighting plan. The project does not include new lighting fixtures or electrical connections to lighting.
 - Utility Service. The proposed structure does not require connection to any water or sewer. This standard does not apply.
 - Building Design. The proposed structure will use 6x6 treated lumber for its frame and base, and repurposed metal street signs for its roof panels. The proposed structure will stand 7 feet tall. The proposed structure will utilize Option 2 - Ground Anchorage Detail from Sheet S3.0 as the method to weigh and anchor the structure. The structure will include flowerboxes at the base of the structure to help with cane detection and ADA considerations.

DEPARTMENT HEAD COMMENTS

There were no additional comments or concerns from the Village Engineer, Public Works Director, Interim Police Chief, and Fire & Rescue Chief.

PUBLIC COMMENTS

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

FINANCIAL/BUDGET IMPACT:

Dane County Waste & Renewables will be responsible for all costs associated with this project. The sources of fund is covered in the awarded grant received by the USDA Composting and Food Waste Reduction Cooperative (CWFR). Dane County will cover costs of pavement or asphalt repair for the ground-mounted sites.

VILLAGE PLAN REFERENCE:

Sustainability Plan, 2021 - Solid Waste section. The goals of this section encourage the residents, businesses, and government of McFarland to utilize the most efficient and effective methods available to reduce, reuse, compose and recycle waste. To achieve this goal, three of the six action items listed within the plan recommend compost and water reduction actions:

- Near-Term - Utilize the Outlook Newsletter, or other forms of print and social media, to annually inform residents about recycling, backyard composting, product re-use and waste reduction.
- Near-Term - Facilitate a group buy program to offer compost bins to Village residents.
- Long-Term - Create a Village compost site for food waste.



Comprehensive Plan, 2017 - Chapter 2 - Natural and Agricultural Resources Objective

- *3: Support agriculture in the McFarland area for food production and community character.*

ORDINANCE REFERENCE:

Sec. 62-310(e) Site Design Review

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion, and second, to approve a Site Design Review Permit for an accessory structure for a Food-Waste Compositing Bin Kiosk requested by Village Public Works Department located at 5115 Terminal Drive.

ATTACHMENTS:

1. 5115 Terminal Drive_Site Design Review App_01.24.25
2. 2025 ScrapStops_FlowerBoxes_04.01.2025
3. W&R Food Scraps Program_Flyer_11.1.24
4. S6-H01-71-S 6 YAR SATELLITE WITH SWEEP LID AND US 2 BAR(D6071) LIFTER
SPECIAL PRICE
5. Tongue Plate Hasp

VILLAGE OF McFarland

Community & Economic Development

Plan Commission Application – 2025

~Application must be completed in full~

| | | | |
|-------------------------------|---|-------------------|--------------------------------|
| Applicant | Village of McFarland | Applicant's Agent | Lee Igl |
| Property Owner (if different) | | Name | Public Works |
| Address | 5115 Terminal Drive McFarland, WI 53558 | Address | PO Box 110 McFarland, WI 53558 |
| Email | lee.igl@mcfarland.wi.gov | Email | |
| Phone # | 608-838-7287 | Phone # | 608-838-2387 |

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 |
|---|----------|--|---------|--|----------|
| <input type="checkbox"/> Preliminary Plat | \$500+AF | <input type="checkbox"/> Conditional Use | \$425+F | <input type="checkbox"/> Annexation | At cost |
| <input type="checkbox"/> Preliminary Plat (reapplication) | \$500+BF | <input type="checkbox"/> Rezoning (map) | \$475+F | <input type="checkbox"/> Dev. Agreement Including Addendums | \$400+F |
| <input type="checkbox"/> Certified Survey Map | \$300+FG | <input type="checkbox"/> Zoning Amendment (text) | \$475+F | <input type="checkbox"/> Final Plat | \$500+CF |
| <input type="checkbox"/> Condominium | \$300+EF | <input type="checkbox"/> USA/MMSD Annexation | At cost | <input type="checkbox"/> Final Plat (reapplication) | \$400+DF |
| <input type="checkbox"/> Comprehensive Plan Amendment | \$500+F | | | <input checked="" type="checkbox"/> 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/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.) <input type="checkbox"/> R-E, R-3 & PD (up to 50 acres) \$5,000 <input type="checkbox"/> R-E, R-3 & PD (greater than 50 acres) \$10,000 <input type="checkbox"/> Site/Design Review (less than 2,000 sq. ft.) \$1,000 <input type="checkbox"/> Site/Design Review (2,000 sq. ft. or more) \$2,000 <input type="checkbox"/> 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 papers if needed)

Installing a pilot food waste collection site in conjunction with Dane County. Site will include a lean-to over four plastic bins.

5115 Terminal Drive, McFarland, WI 53558 Zoned Commercial Park

Lot 1 of CSM 08654

Lot 1 of CSM 08654

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.gov), with fees included with submittal **by *NOON of the deadline day**, according to the schedule below.

Village of McFarland Plan Commission 2025 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 2025 Meeting date of:

| | |
|-------------------------|------------------|
| December 10 (2024)----- | January 21 |
| January 7----- | February 18 |
| February 4----- | March 18 |
| March 4----- | April 15 |
| April 8----- | May 20 |
| May 5----- | June 17 |
| June 3----- | July 15 |
| July 8----- | August 19 |
| August 5----- | September 16 |
| September 9----- | October 21 |
| October 7----- | November 18 |
| November 4----- | December 16 |
| December 9----- | January 20, 2026 |

Applications requiring a public hearing will be scheduled for a hearing according to the schedule above. If there is written or verbal public opposition submitted as part of the public hearing the Plan Commission will postpone action on the application to a subsequent meeting so that concerns can be analyzed if concerns can't be addressed during the hearing. If there is no public opposition and no unresolved issues by Village Staff or Plan Commission members, the Plan Commission may take action on the application at the same meeting as 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 may not be acted on the same night as the Public Hearing.

X _____
Signature of Applicant/Agent

_____ 1-24-25
Date

| | | |
|---|--|--|
| Village of McFarland Community Development Department 5915 Milwaukee Street, P.O. Box 110 McFarland, WI 53558-0110 | VILLAGE OF MCFARLAND PERMIT APPLICATION (Complete areas highlighted in yellow) (Read and sign front and reverse) | Permit No. Parcel No. <i>lot 1 of CSM 08654</i> |
|---|--|--|

PERMIT REQUESTED Construction HVAC Electric Plumbing Erosion Occupancy

| | | |
|--|---|---|
| Owner's Name <i>Village of McFarland</i> | Mailing Address <i>PO Box 110, McFarland, WI 53558</i> | Tel. <i>608-838-7287</i> email <i>loc.ig1@mcfarland.wi.gov</i> |
| Contractor's Name: <input checked="" type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg <i>Dane County</i> | Lic/Cert# | Exp. |
| Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg | Lic/Cert# | Exp. |
| Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg | Lic/Cert# | Exp. |
| Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg | Lic/Cert# | Exp. |

PROJECT LOCATION Lot area _____ Sq. ft. _____ of Section _____, T _____ N, R _____ E (or) W

Building Address *5115 Terminal Dr* Subdivision Name _____ Lot No. *lot 1* Block No. _____

Zoning District(s) _____ Set-backs: _____ Front ft. _____ Rear ft. _____ Left ft. _____ Right ft. _____ **COMMERCIAL - Fire Protection System Work Permit App.**
 Date: _____ Orig to applicant Copy to Fire Dept.

Project Description**: *Install 5x6 lean-to for food waste collection container*

| | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---|---|--|-------|---------|----|-----|-------|-------|-------|-----------|--|--|--|--|--|--|-----------|--|--|--|--|--|--|
| 1. PROJECT | 3. OCCUPANCY | 6. ELECTRICAL | 9. HVAC EQUIPMENT | 12. ENERGY SOURCE | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Raze * <input type="checkbox"/> Addition <input type="checkbox"/> Move Occupancy <input checked="" type="checkbox"/> New Bldg. or <input type="checkbox"/> Change of Use | <input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Multi-Family <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Other: | Entrance Panel Amps: <i>NA</i> <input type="checkbox"/> Underground <input type="checkbox"/> Overhead 7. WALLS <input checked="" type="checkbox"/> Wood frame <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other | <input type="checkbox"/> Forced Air Furnace <input type="checkbox"/> Radiant Baseboard/Panel <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central Air Conditioning <input type="checkbox"/> Fireplace or Other: <i>NA</i> | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Fuel</td> <td>Nat Gas</td> <td>LP</td> <td>Oil</td> <td>Elec.</td> <td>Solid</td> <td>Solar</td> </tr> <tr> <td>Space Htg</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Water Htg</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <input type="checkbox"/> Dwelling unit has 3 kilowatt or more electric space heating equip. Infiltration control option is <input type="checkbox"/> Sealing of all joints <input type="checkbox"/> Blower door test. <input type="checkbox"/> Exterior air infiltration barrier <i>NA</i> | Fuel | Nat Gas | LP | Oil | Elec. | Solid | Solar | Space Htg | | | | | | | Water Htg | | | | | | |
| Fuel | Nat Gas | LP | Oil | Elec. | Solid | Solar | | | | | | | | | | | | | | | | | | | |
| Space Htg | | | | | | | | | | | | | | | | | | | | | | | | | |
| Water Htg | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. AREA INVOLVED | 4. CONST. TYPE | 8. USE | 10. SEWER | 13. HEAT LOSS (Calculated) | | | | | | | | | | | | | | | | | | | | | |
| Unfin. _____ sq ft Bsmt _____ sq ft Living _____ sq ft Area _____ sq ft Deck _____ sq ft. Garage _____ sq ft Porch/Balcony _____ sq ft. TOTAL <i>30</i> sq ft | <input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd: <input type="checkbox"/> UDC <input type="checkbox"/> HUD 5. STORIES <input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other: <input type="checkbox"/> Plus Basement | <input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other: | <input type="checkbox"/> Municipal <i>NA</i> <input type="checkbox"/> Septic Permit No.: | Envelope _____ BTU/HR Infiltration _____ BTU/HR | | | | | | | | | | | | | | | | | | | | | |
| | | | | 14. ESTIMATED COST OF PROJECT | | | | | | | | | | | | | | | | | | | | | |
| | | | | <i>\$ 100.00</i> | | | | | | | | | | | | | | | | | | | | | |

I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If I am an owner applying for an erosion control or construction permit, I have read the cautionary statement regarding contractor financial responsibility on the reverse side. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

APPLICANT'S SIGNATURE _____ **DATE SIGNED** *1-24-26*

| | | | |
|------------------|---|--|---|
| FEES: | APPROVAL CONDITIONS: | The permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. | |
| Early Start | | | |
| Building | | | |
| Electrical | | | |
| Plumbing | | | |
| HVAC | | | |
| Erosion Control | | | |
| Wis. Seal | | | |
| Occupancy | ISSUING JURISDICTION: | Village of McFarland | Municipality Number of Dwelling Location <i>13-154</i> |
| Park Imprvmnt. | PERMIT(S) ISSUED | WIS PERMIT SEAL # | PERMIT ISSUED BY: |
| Park Fee in Lieu | <input type="checkbox"/> Construction | (New UDC Homes Only) | Name _____ |
| Public Sfty.Imp. | <input type="checkbox"/> HVAC | PAYMENT INFO | Date _____ |
| MMSD | <input type="checkbox"/> Electrical | | Tel No. <i>608-838-3154</i> |
| Water Impact | <input type="checkbox"/> Plumbing | | Cert. No. _____ |
| Library Impact | <input type="checkbox"/> Erosion | | |
| Other: | Occupancy <input type="checkbox"/> New Bldg or <input type="checkbox"/> Change of Use | | |
| TOTAL: \$ | | | |

****For an accessory structure/shed, driveway or fence permit - Applicant must include a site plan of the proposed location of the project with measurements, and a description of materials to be used (dimensions, material type, material color). This may include a representative photo/image of the structure/fence.**

***For a raze permit – Applicant must contact Public Works at (608)838-7287 to make arrangements for the return of the water meter on the property prior to this permit being issued.**

CAUTIONARY STATEMENT TO OWNERS OBTAINING BUILDING PERMITS

Sec. 101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under Sec. 101.654 (2) (a) the following consequences might occur:

(a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence of the contractor that occurs in connection with the work performed under the building permit.

(b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and 2-family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

Per Section 23- 119 (e) (3) Those who wish to appeal payment of impact fees must do so in writing to the Village Administrator within thirty days of payment of fees.

CAUTIONARY STATEMENT TO CONTRACTORS FOR PROJECTS INVOLVING BUILDINGS BUILT BEFORE 1978


If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 square feet or more of paint per room, 20 square feet or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Save Renovation Training and Certification apply. Call (608)261-6876 or go to <http://dhs.wisconsin.gov/lead/WisconsinRRPRule.htm> for details on how to be in compliance.

WETLANDS NOTICE TO PERMIT APPLICANTS

You are responsible for complying with state and federal laws concerning construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources Wetlands Identification web page or contact the Department of Natural Resources Service Center.

ADDITIONAL RESPONSIBILITIES FOR OWNERS OF PROJECTS DISTURBING ONE OR MORE ACRES OF SOIL

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

OWNER / APPLICANT'S SIGNATURE:  Date: 1-24-25

Site and Design Plans

Check List

Date received: _____
Subject property address: 5115 Terminal Dr
McFarland, WI 53558
Landowner's name: Village of McFarland
Landowner's address: PO Box 110
McFarland, WI 53558
Landowner's phone/fax: 608-838-7287

| | |
|--------------------|---|
| Agent's name: | <u>Village of McFarland</u> |
| Agent's address: | <u>Lee Igl</u> <u>5115 Terminal Dr</u> |
| Agent's phone/fax: | <u>608. 838. 7287</u> |
| Agent's email: | <u>lee.igl@mcfarland.wi.gov</u> |

Landowner's email: lee.igl@mcfarland.wi.gov

- A. Title Block that indicates name and address of the current property owner.
- B. Name and signature of the designer.
- C. Date of original plan and latest date of revised plan.
- D. North arrow and graphic scale. Said scale shall not be smaller than 1 inch equals 100 ft.
- E. Existing zoning Comm. Park Proposed rezoning _____ yes no
- F. All property lines, and existing and proposed right-of-way lines with bearings and dimensions clearly labeled.
- G. All required building setback lines.
- 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.
- 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.
- NA J. Existing and proposed site and building signage.
- K. Color exterior façade elevations of all proposed buildings including descriptions of materials and colors.
- NA L. The location of all outdoor storage areas; including proposed screening materials and colors.
- NA M. The location of existing and proposed drainage facilities including stormwater and erosion control plan.
- NA N. The location and type of any permanently protected green space areas.
- NA O. The location and elevation of any wetlands or floodplains.

NA P. Grading Plan including existing & proposed topography shown at a contour interval of not more than two (2) ft.

NA Q. In the legend, data for the subject property:

(1) Lot area

(2) Building area

(3) Paved area

(4) Total impervious area

(5) Landscaping points provided and required for building foundations, gross floor area, street frontage, and paved area.

(5) Building height

(6) Existing zoning, proposed zoning

(7) Number of parking stalls provided and required.

NA 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.

NA T. Lighting Plans including photometrics and description of fixture types, heights and orientation.

NA U. Utility plans, including the location of existing and proposed overhead or underground site utilities, including piping and meter sizes and associate appurtenances.

NA V. Existing or proposed easements.

X W. A legal description of the subject property.

General Comments: Made of treated lumber.

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.

Food Scrap Kiosks

DESIGN DRAFT for Stakeholder Review

December 4, 2024

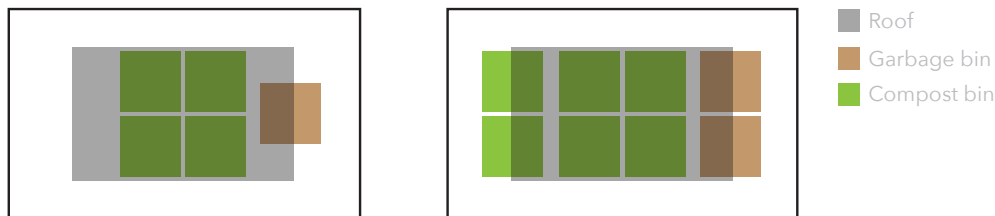
BIN CONSIDERATIONS

Agreed: 360°/symmetrical approach to kiosk

- Previously considered one-sided approach; still **possibility** for customization

Hosting minimum 4 compost 64 gallon bins (each 30"W), plus minimum 1 garbage bin

Roof is approx 10'W x 6'D -- not all bins would be covered completely



BASE CONSIDERATIONS

Agreed: primary material will be treated lumber

- Previously considered welded steel and concrete bases

Attachment needed: ground-screw into gravel/dirt or concrete fasteners

- Weight of base will be reviewed by structural engineer to balance roof

Needs to be stable when moving

Avoid trapping snow, debris, spilled compost, and leaves

ROOF CONSIDERATIONS

Agreed: Shallow A-frame in front view

- Previously considered 90° alternate, with lowest points (7') in front and back
- Snow/rain drip-lines at sides, not front and back

Want minimal maintenance for 5 years

- Need to mitigate uplift (structural engineer is currently reviewing)
- Avoid pest issues on underside structure
- Roof could be removed from base during moving for stability

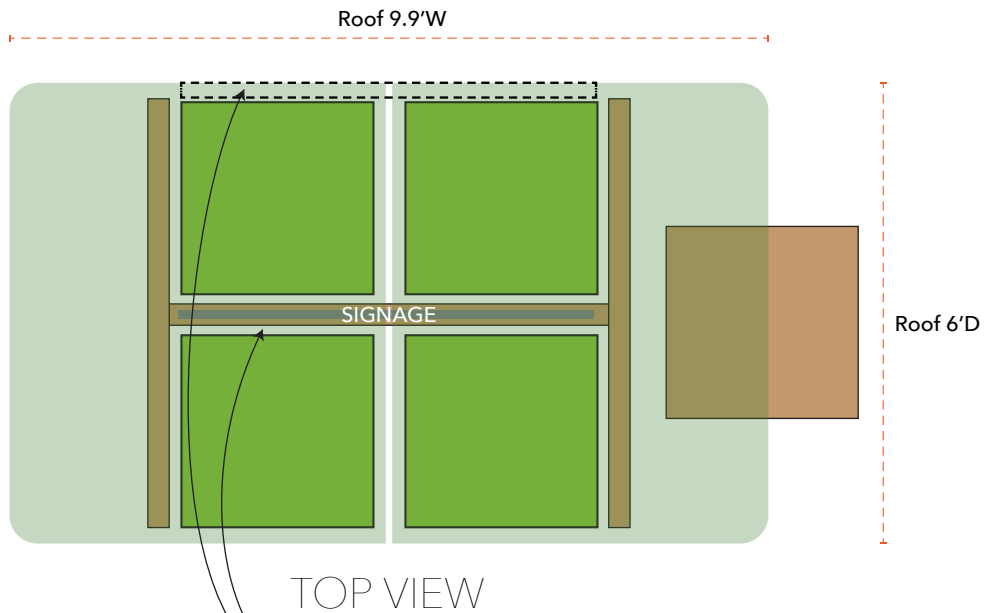
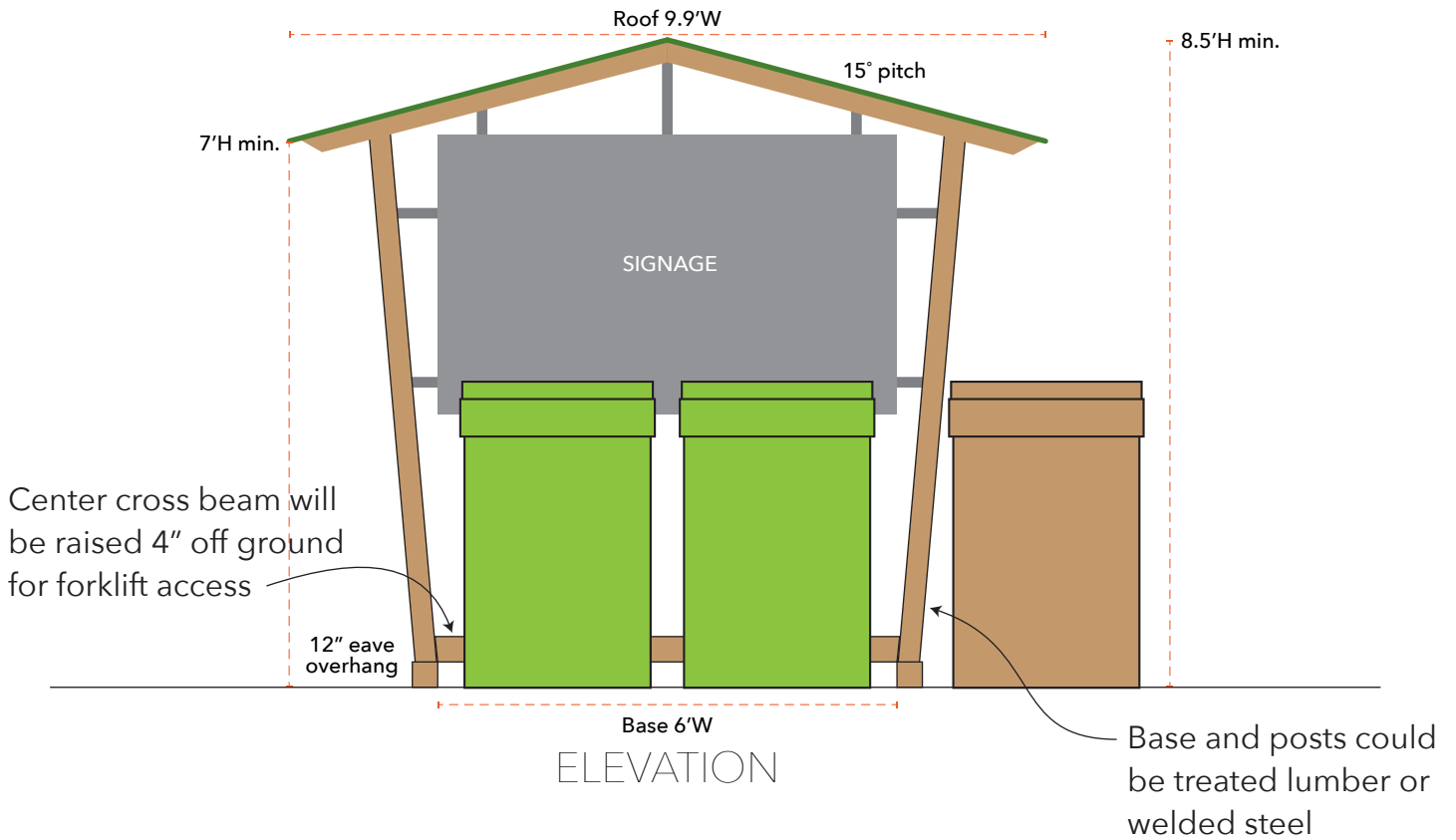
Agreed Roof Material: repurposed street sign panel roof with wood framing

- Durable, reflective, eye-catching, repurposed



CORN CRIB DESIGN

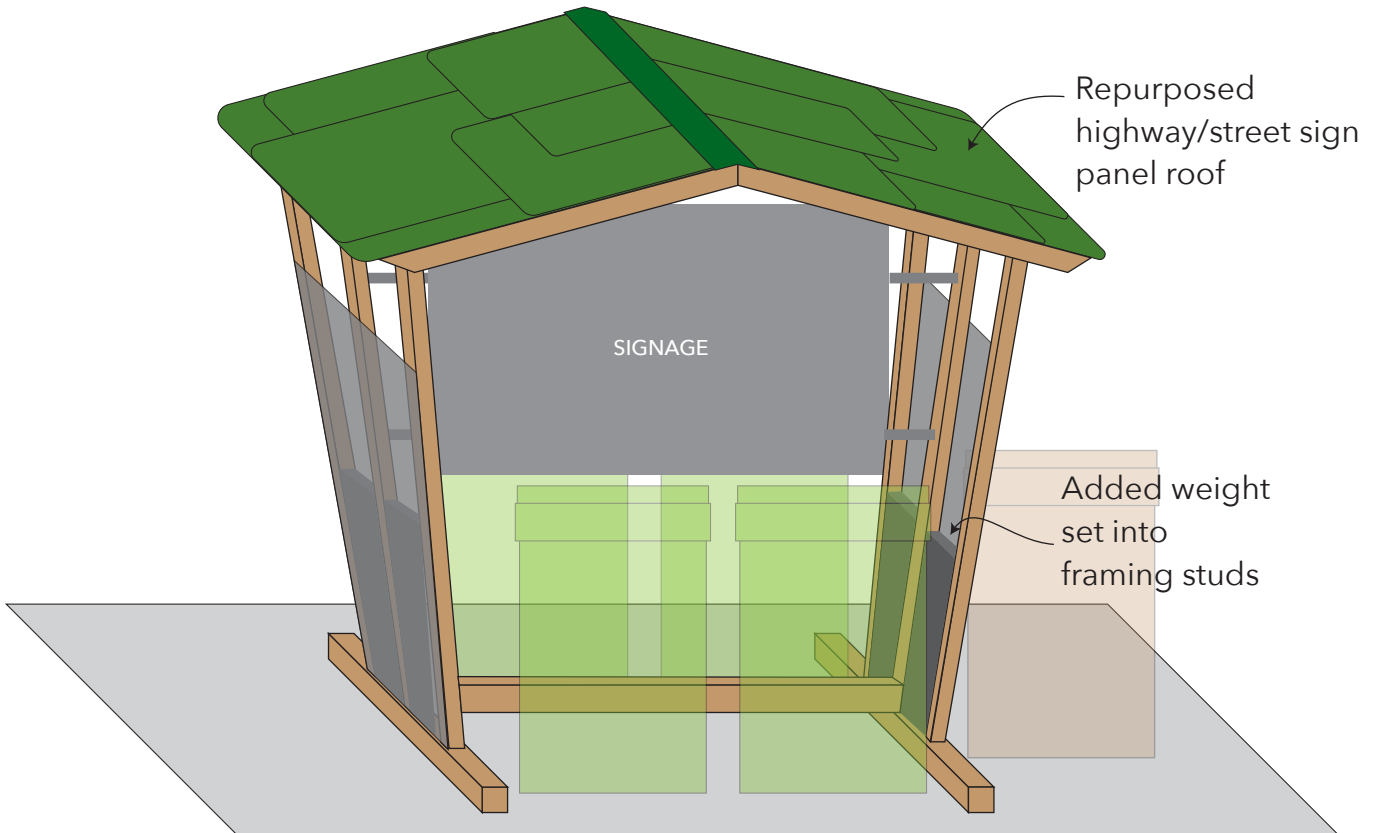
6-POSTER SIDES With Narrower Base



Center cross-beam and signage could be installed at back of kiosk, if custom one-sided approach is needed, with additional ground attachment required

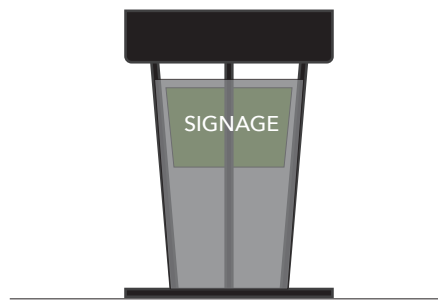
CORN CRIB DESIGN

6-POSTER SIDES With Narrower Base



OBLIQUE VIEW

- Side sign panels would help prevent racking
- 10° gentle flare from base in both front and side views



SIDE VIEW

- Side panels offer good opportunity for additional signage/info/branding

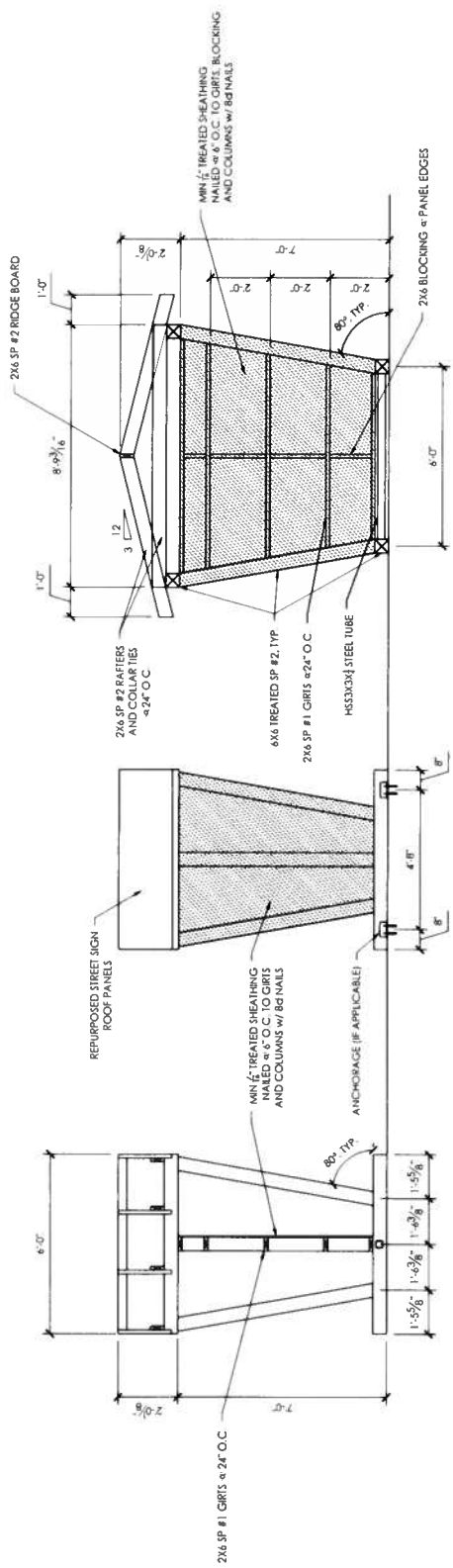


General Engineering Company
 P.O. Box 340 • 918 5th St. • Piquette, MI 48863
 505-742-2100 (TOLL FREE) • 505-742-2821 (MI)
 www.generalengineering.com

MIDDLE BRACE LOCATION - ELEVATIONS
FOOD SCRAP KIOSK
MADISON CHILDREN'S MUSEUM
 City, Town, Village or County, WI

| | |
|------|-----------|
| NO. | REVISIONS |
| BY | |
| DATE | |

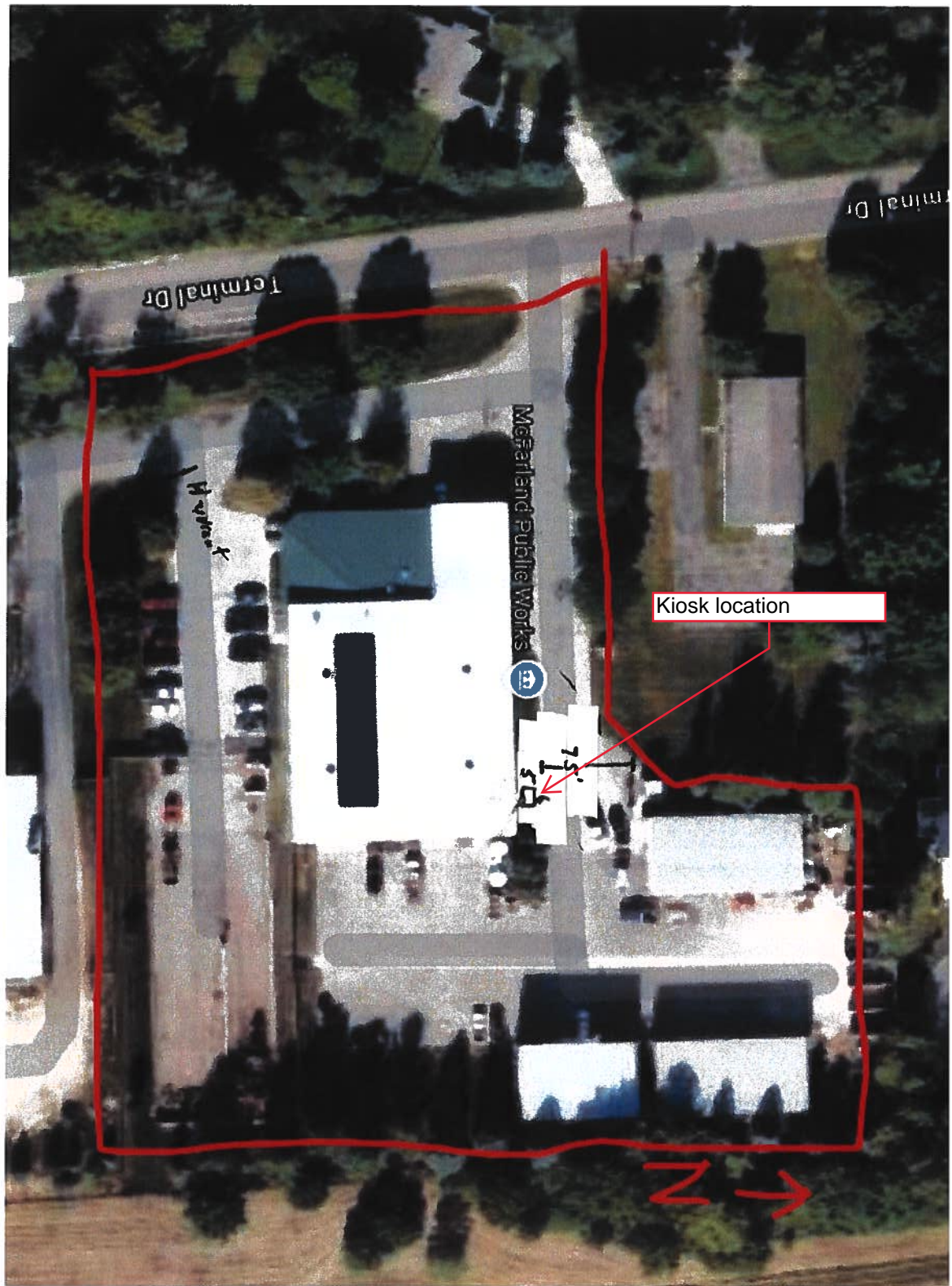
| | |
|--------------|------------|
| COUNTY BY | REF. |
| ISSUED BY | DATE |
| ISSUE DATE | 01/14/2024 |
| GEC FILE NO. | 231211452 |
| SHEET NO. | |
| \$1.0 | |



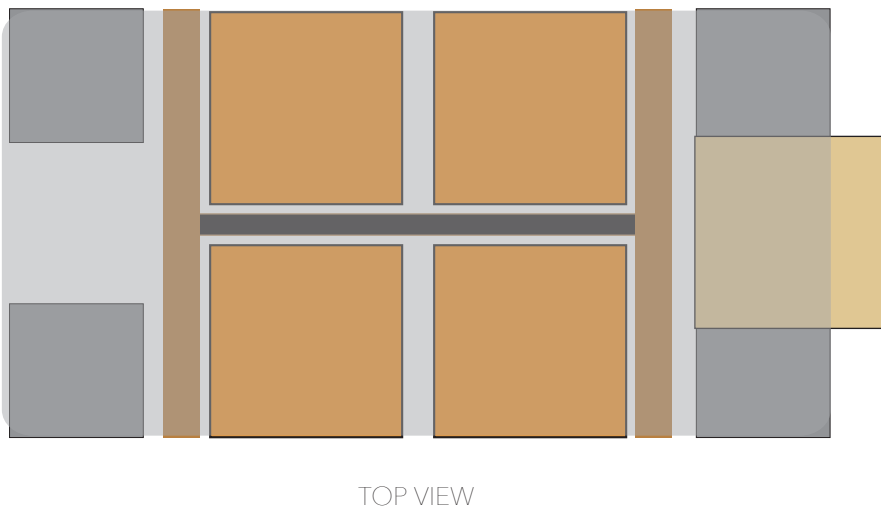
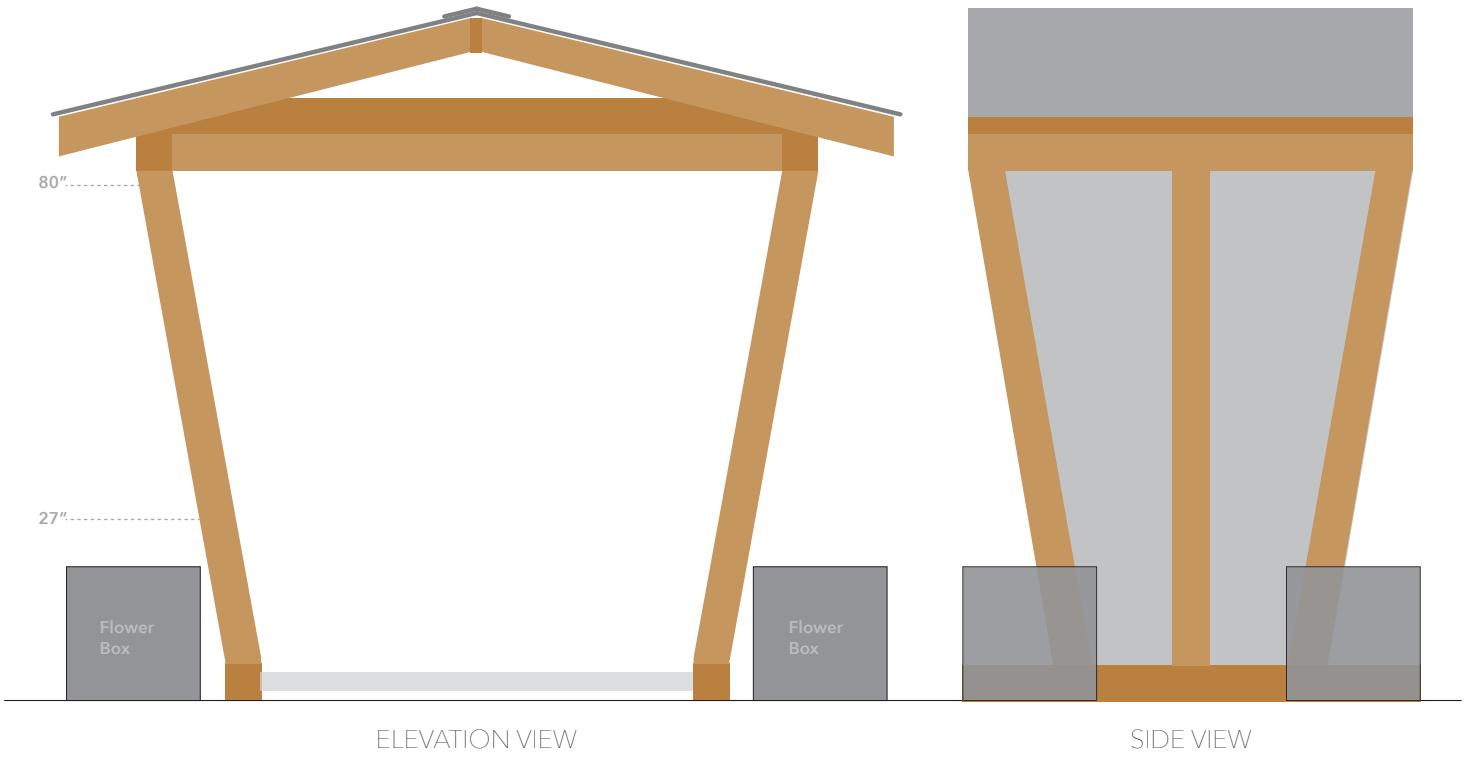
3 FRONT ELEVATION
 SCALE 1/4"=1'-0"

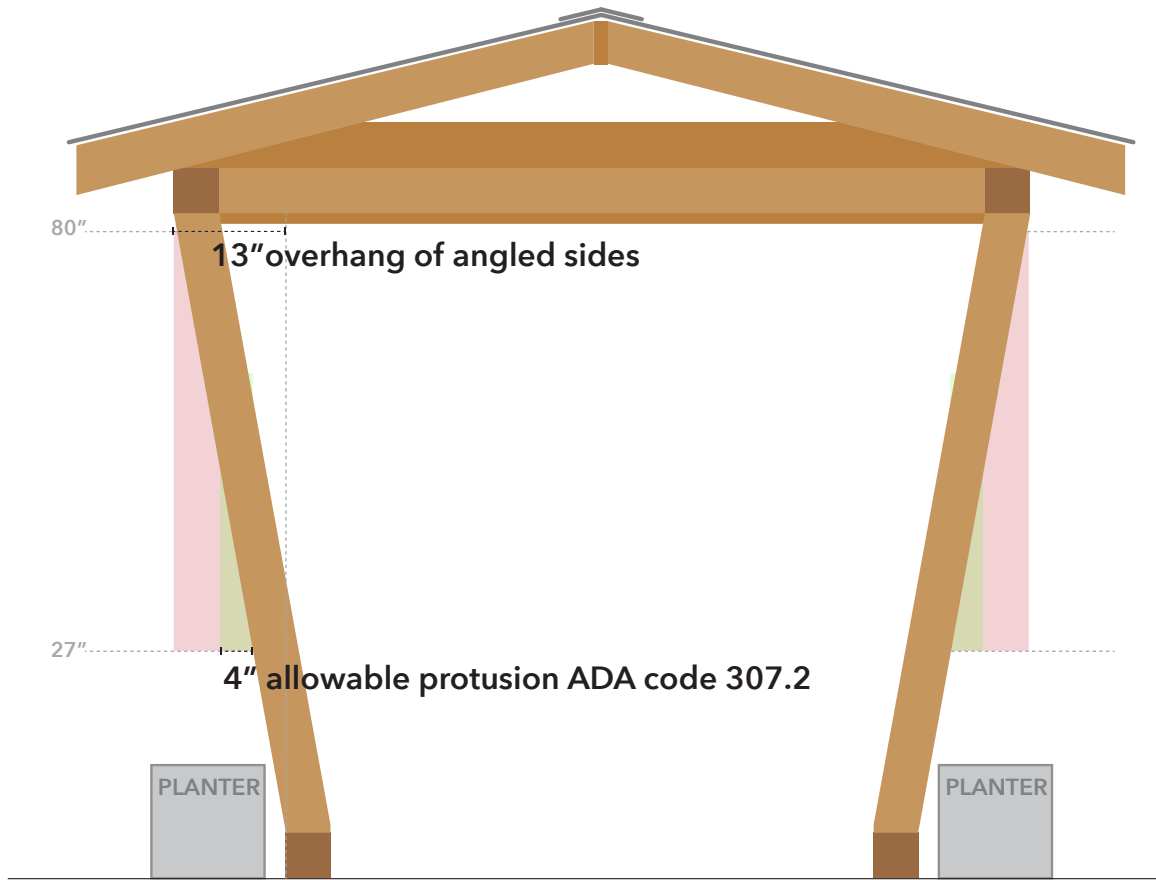
2 SIDE ELEVATION
 SCALE 1/4"=1'-0"

1 SECTION
 SCALE 1/4"=1'-0"



DCW&R Scrap Stops Flower Boxes





ELEVATION VIEW



Dane County Food Scrap Recycling

Organics such as food scraps are one of the largest waste streams entering the Dane County landfill, at over one-third of all incoming materials. In order to divert local organic resources from the landfill, the Dane County Department of Waste & Renewables (W&R) is partnering with Purple Cow Organics to recycle these materials into compost.

As of Fall 2024, W&R is partnering with local businesses for food scraps collection. County residents will be able to compost their food scraps with the program by using designated drop-off locations opening early Summer 2025.



The Compost Process



Food scraps collection and hauling.



Once hauled to Purple Cow, food scraps are tipped onto a bed of carbon material.



The mixture is piled into concrete bunkers as a preconditioning step, reducing odors.



After a few days, the pile is formed into windrows for the duration of the composting process.



Finished compost is screened once before it is sold, removing larger particles that remain.

Commercial Food Scraps Collection

For the 2024 season, W&R will be collecting food scraps from local businesses for composting, in coordination with haulers and Purple Cow Organics. W&R staff will work with customers to provide collection education, establish best practices, and intervene in cases of contamination.

Residential Food Scraps Drop-off

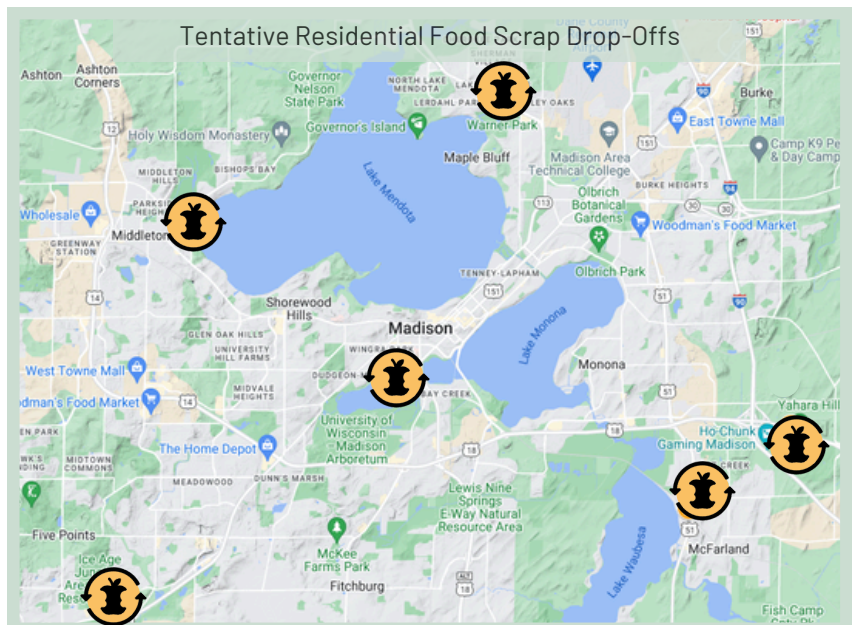
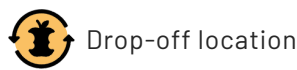
Coming soon!

Free to residents starting Summer 2025! Partnered with host municipalities, W&R will collect from drop-off locations across the county. See the map to the right for tentative locations.

Scan for Program Webpage



Legend



Contact Gobster.Delaney@DaneCounty.gov | 608.206.6952 to start food scrap collections!






VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, April 15, 2025

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action on a request for a one-year extension for a Site Design Review permit for Flint Hills Resources Pine Bend, LLC, for the addition of a fire pump building located at 4405 Terminal Drive.

PREVIOUS ACTION:

May 16, 2023. Plan Commission conditional approval of a Site Design Review Permit for a fire pump building.

April 16, 2024. Plan Commission approved a 1-year extension of the conditionally approved May 16, 2023 Site Design Review for a fire pump building.

ISSUE SUMMARY:

The Flint Hills Resources Pine Bend, LLC (FHR) is requesting a one-year extension to an approved site design review permit to add a new 750 SF fire pump system building (50'x15') and eight new fire water mains. On May 16, 2023 the Plan Commission conditionally approved a site design review permit for the addition of a new fire pump building. A one-year extension was approved at the April 16, 2024 Plan Commission meeting with the previously approved conditions of approval. To date, Flint Hills has not submitted for a building permit to construct the building. Per Sec. 62-310(g), site design review permits shall become null and void if the applicant has not obtained a building permit within 12 months from the date of the Plan Commission approval. Applicants may obtain a one-year extension from the Plan Commission.

The packet includes a letter from Flint Hills requesting the one-year extension. The reason for the delay in obtaining the permit is due to continued design considerations for the interior building systems.

The rest of this staff report includes the project background from the May 16, 2023 meeting for reference purposes. Staff is recommending approval of the extension with the two original conditions of approval.

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:

Recommended motion:

Motion, second, to approve the request by Flint Hills Resources Pine Bend, LLC for a one-year extension for the Site Design Review Permit approved on May 16, 2023, 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. FHR - Mcfarland site design review approval extension_02.20.25
2. 4405 Terminal Drive_Flint Hills_Site Design App_04.03.23
3. Appendix B-Industrial Center Subdistrict-Building and Site Design Checklist-Terminal and Triangle District Plan-09.08.2005 (5.11.2023)
4. 4405 Terminal Drive Photo (1) 5.11.2023
5. 4405 Terminal Drive Photo (2) 5.11.2023
6. 4405 Terminal Drive, Flint Hills - Fire & Rescue Site Design Review Letter 5.1.23
7. 4405 Terminal Drive, Flint Hills - Village Engineer Letter 5.10.2023



February 20, 2025

Village of McFarland
Attn: Andrew Bremer
5915 Milwaukee St.
McFarland, WI 53558

VIA EMAIL ONLY

Re: 4405 Terminal Drive – Site/Design Permit – extension request

Mr. Bremer:

Flint Hills Resources – Pine Bend, LLC would like to request an additional one-year extension to its conditionally approved Site/Design Review permit for the new fire pump building located at 4405 Terminal Drive. The Planning Commission conditionally approved the plans originally on May 16, 2023. FHR is requesting an additional one-year extension due to a small change in foam to be used in this project and are looking to begin construction Summer of 2025 once other city permits have been approved. We anticipate the project being completed by late Fall of 2025. FHR does not believe the foam change will affect the building or that of which was presented for the original approval.

If you have any questions regarding this extension request, please feel free to call me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matt Dokken'.

Matt Dokken

FHR – Project Manager

matt.dokken@fhr.com

Ph: 651-437-0921



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 |
|---|----------|--|----------|---|-----------|
| <input type="checkbox"/> Preliminary Plat | \$500+AF | <input type="checkbox"/> Conditional Use | \$425+F | <input type="checkbox"/> Annexation | At cost |
| <input type="checkbox"/> Preliminary Plat (reapplication) | \$500+BF | <input type="checkbox"/> Rezoning (map) | \$475+F | <input type="checkbox"/> Dev. Agreement Including Addendums | \$400 F |
| <input type="checkbox"/> Certified Survey Map | \$300+FG | <input type="checkbox"/> Zoning Amendment (text) | \$475 +F | <input type="checkbox"/> Final Plat | \$500 +CF |
| <input type="checkbox"/> Condominium | \$300+EF | <input type="checkbox"/> USA/MMSD Annexation | At cost | <input type="checkbox"/> Final Plat (reapplication) | \$400 +DF |
| <input type="checkbox"/> Comprehensive Plan Amendment | \$500+F | | | <input type="checkbox"/> 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.) | |
|--|----------|
| <input type="checkbox"/> R-E, R-3 & PD (up to 50 acres) | \$5,000 |
| <input type="checkbox"/> R-E, R-3 & PD (greater than 50 acres) | \$10,000 |
| <input type="checkbox"/> Site/Design Review (less than 2,000 sq. ft.) | \$1,000 |
| <input type="checkbox"/> Site/Design Review (2,000 sq. ft. or more) | \$2,000 |
| <input type="checkbox"/> 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

4/3/2023
Date

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

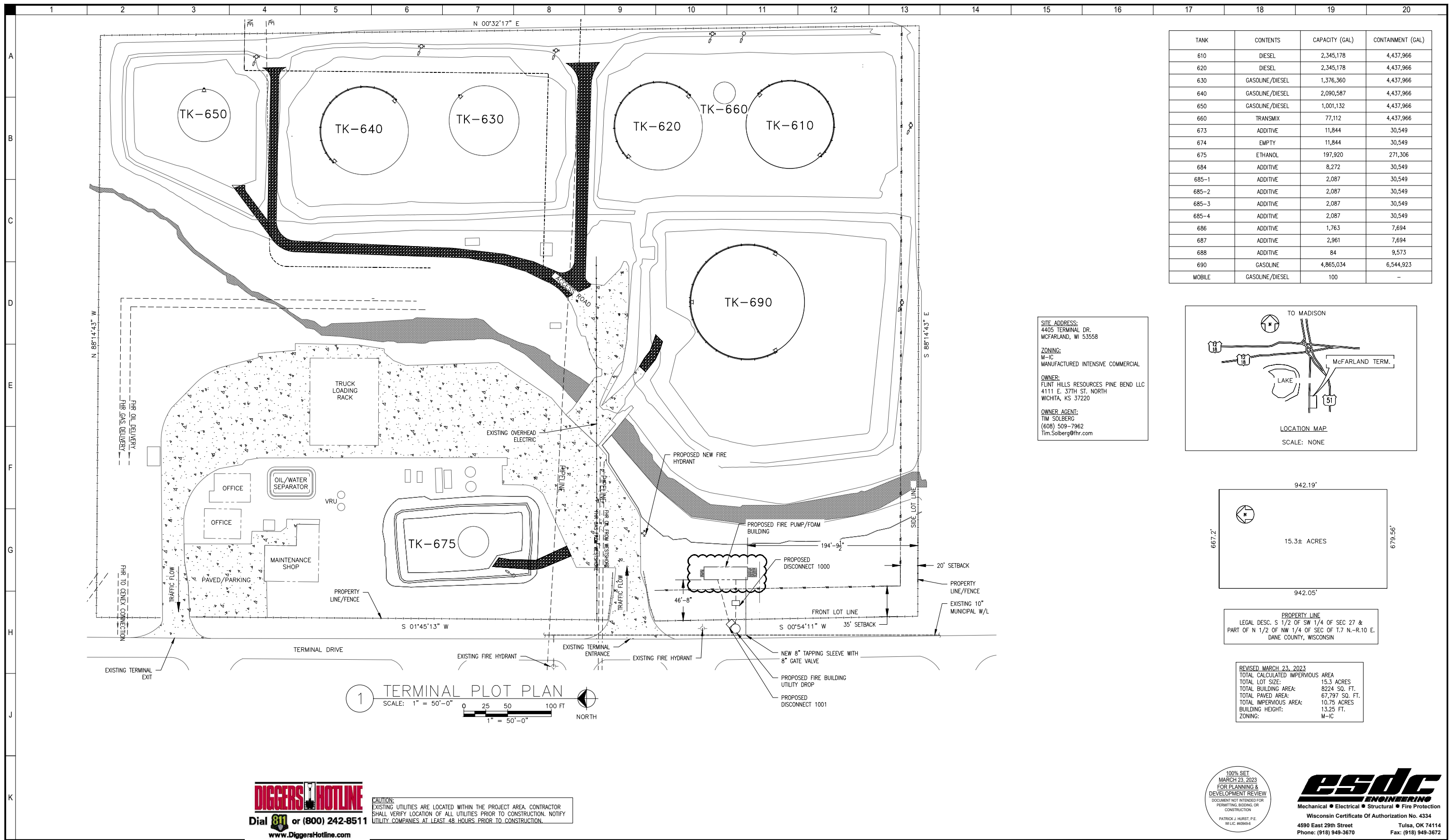
| | |
|--------------------|--|
| Agent's name: | <u>Tim Solberg</u> |
| Agent's address: | <u>4405 Terminal Dr.</u> <u>McFarland, WI 53558</u> |
| Agent's phone/fax: | <u>(608) 509-7962</u> |
| Agent's email: | <u>Tim.Solberg@fhr.com</u> |

- 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.



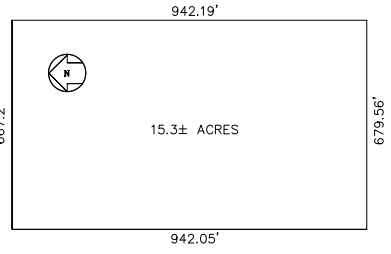
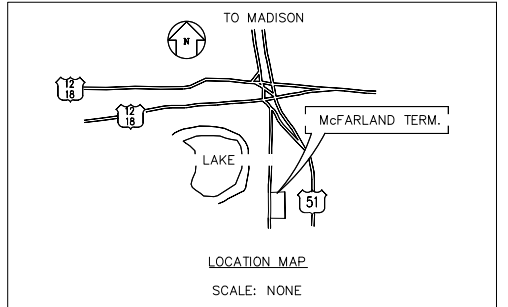
| TANK | CONTENTS | CAPACITY (GAL) | CONTAINMENT (GAL) |
|--------|-----------------|----------------|-------------------|
| 610 | DIESEL | 2,345,178 | 4,437,966 |
| 620 | DIESEL | 2,345,178 | 4,437,966 |
| 630 | GASOLINE/DIESEL | 1,376,360 | 4,437,966 |
| 640 | GASOLINE/DIESEL | 2,090,587 | 4,437,966 |
| 650 | GASOLINE/DIESEL | 1,001,132 | 4,437,966 |
| 660 | TRANSMIX | 77,112 | 4,437,966 |
| 673 | ADDITIVE | 11,844 | 30,549 |
| 674 | EMPTY | 11,844 | 30,549 |
| 675 | ETHANOL | 197,920 | 271,306 |
| 684 | ADDITIVE | 8,272 | 30,549 |
| 685-1 | ADDITIVE | 2,087 | 30,549 |
| 685-2 | ADDITIVE | 2,087 | 30,549 |
| 685-3 | ADDITIVE | 2,087 | 30,549 |
| 685-4 | ADDITIVE | 2,087 | 30,549 |
| 686 | ADDITIVE | 1,763 | 7,694 |
| 687 | ADDITIVE | 2,961 | 7,694 |
| 688 | ADDITIVE | 84 | 9,573 |
| 690 | GASOLINE | 4,865,034 | 6,544,923 |
| MOBILE | GASOLINE/DIESEL | 100 | - |

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



PROPERTY LINE
LEGAL DESC. S 1/2 OF SW 1/4 OF SEC 27 &
PART OF N 1/2 OF NW 1/4 OF SEC OF T.7 N.-R.10 E.
DANE COUNTY, WISCONSIN

REVISED MARCH 23, 2023
TOTAL CALCULATED IMPERVIOUS AREA: 15.3 ACRES
TOTAL LOT SIZE: 8224 SQ. FT.
TOTAL PAVED AREA: 67,797 SQ. FT.
TOTAL IMPERVIOUS AREA: 10.75 ACRES
BUILDING HEIGHT: 13.25 FT.
ZONING: M-IC



CAUTION:
EXISTING UTILITIES ARE LOCATED WITHIN THE PROJECT AREA. CONTRACTOR SHALL VERIFY LOCATION OF ALL UTILITIES PRIOR TO CONSTRUCTION. NOTIFY UTILITY COMPANIES AT LEAST 48 HOURS PRIOR TO CONSTRUCTION.

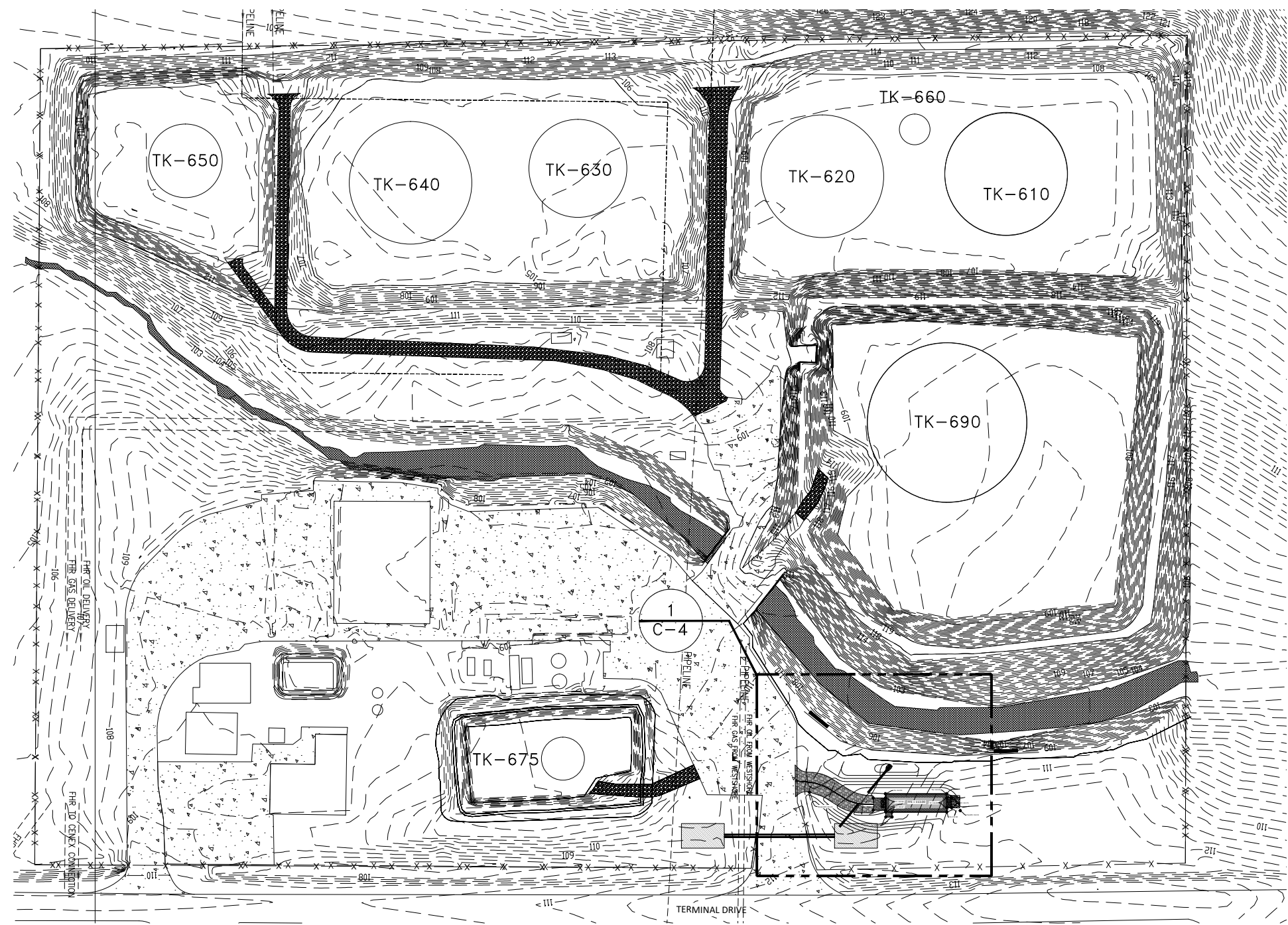
| MK | DATE | CURRENT REVISION | BY | CHK | REF# | MK | DATE | PREVIOUS REVISIONS | BY | CHK | REF# |
|----|----------|--|-----|-----|------|----|------|--------------------|----|-----|------|
| 0 | 03/06/23 | ISSUED FOR PLANNING AND DEVELOPMENT REVIEW | JMR | LBH | - | - | - | - | - | - | - |
| MK | DATE | PREVIOUS REVISIONS | BY | CHK | REF# | - | - | - | - | - | - |
| - | - | - | - | - | - | - | - | - | - | - | - |
| - | - | - | - | - | - | - | - | - | - | - | - |
| - | - | - | - | - | - | - | - | - | - | - | - |

NOTICE
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.

| DWG NO. | REFERENCE DRAWINGS |
|---------|--------------------|
| - | - |
| - | - |
| - | - |
| - | - |
| - | - |
| - | - |
| - | - |
| - | - |
| - | - |
| - | - |



| CIVIL TERMINAL PLOT PLAN MADISON TERMINAL MCFARLAND, WISCONSIN | | | |
|--|-------------------|--------------|------|
| DES. LBH | REF# | DATE 7/27/21 | |
| DR. LBH | SCALE 1" = 50'-0" | DWC. NO. | REV. |
| CH. ALS | OLD DWG NO. | C-2 | 0 |
| AP. - | - | - | - |



SITE ADDRESS:
4405 TERMINAL DR.
MCFARLAND, WI 53558

ZONING:
M-1C
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.
WISC. #20834

1 OVERALL GRADING PLAN
SCALE: 1" = 50'-0"
0 25 50 100 FT
1" = 50'-0" NORTH

DIGGERS HOTLINE
Dial 811 or (800) 242-8511
www.DiggersHotline.com

CAUTION:
EXISTING UTILITIES ARE LOCATED WITHIN THE PROJECT AREA. CONTRACTOR
SHALL VERIFY LOCATION OF ALL UTILITIES PRIOR TO CONSTRUCTION. NOTIFY
UTILITY COMPANIES AT LEAST 48 HOURS PRIOR TO CONSTRUCTION.

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

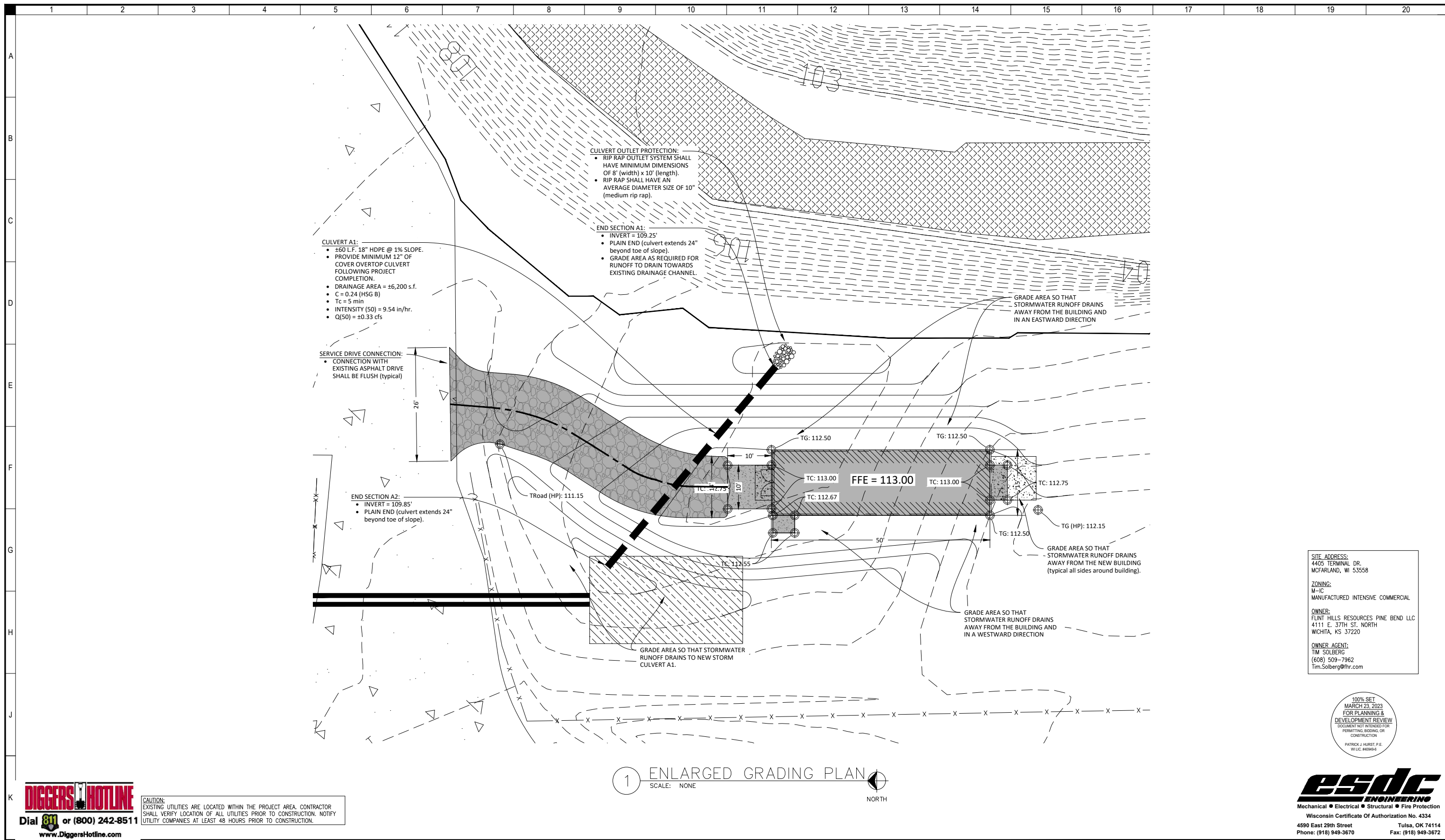
| MK | DATE | CURRENT REVISION | BY | CHK | REF# | MK | DATE | PREVIOUS REVISIONS | BY | CHK | REF# |
|----|----------|--|-----|-----|------|----|------|--------------------|----|-----|------|
| 0 | 03/06/23 | ISSUED FOR PLANNING AND DEVELOPMENT REVIEW | JMR | LBH | - | - | - | - | - | - | - |
| MK | DATE | PREVIOUS REVISIONS | BY | CHK | REF# | - | - | - | - | - | - |
| - | - | - | - | - | - | - | - | - | - | - | - |
| - | - | - | - | - | - | - | - | - | - | - | - |
| - | - | - | - | - | - | - | - | - | - | - | - |

NOTICE
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.

| DWG NO. | REFERENCE DRAWINGS |
|---------|--------------------|
| | |
| | |
| | |

FLINT HILLS
resources®
MADISON
WISCONSIN

| CIVIL GRADING MADISON TERMINAL MCFARLAND, WISCONSIN | | | |
|---|-------------------|--------------|------|
| DES. LBH | REF# | DATE 7/27/21 | |
| DR. LBH | SCALE 1" = 50'-0" | DWG. NO. | REV. |
| CH. ALS | OLD DWG. NO. | C-3 | 0 |
| AP. - | - | - | - |



SITE ADDRESS:
4405 TERMINAL DR.
MCFARLAND, WI 53558

ZONING:
M-1C
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



1 ENLARGED GRADING PLAN
SCALE: NONE



CAUTION:
EXISTING UTILITIES ARE LOCATED WITHIN THE PROJECT AREA. CONTRACTOR SHALL VERIFY LOCATION OF ALL UTILITIES PRIOR TO CONSTRUCTION. NOTIFY UTILITY COMPANIES AT LEAST 48 HOURS PRIOR TO CONSTRUCTION.



| MK | DATE | CURRENT REVISION | BY | CHK | REF# |
|----|----------|--|-----|-----|------|
| 0 | 03/06/23 | ISSUED FOR PLANNING AND DEVELOPMENT REVIEW | JMR | LBH | - |
| MK | DATE | PREVIOUS REVISIONS | BY | CHK | REF# |
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| - | - | - | - | - | - |

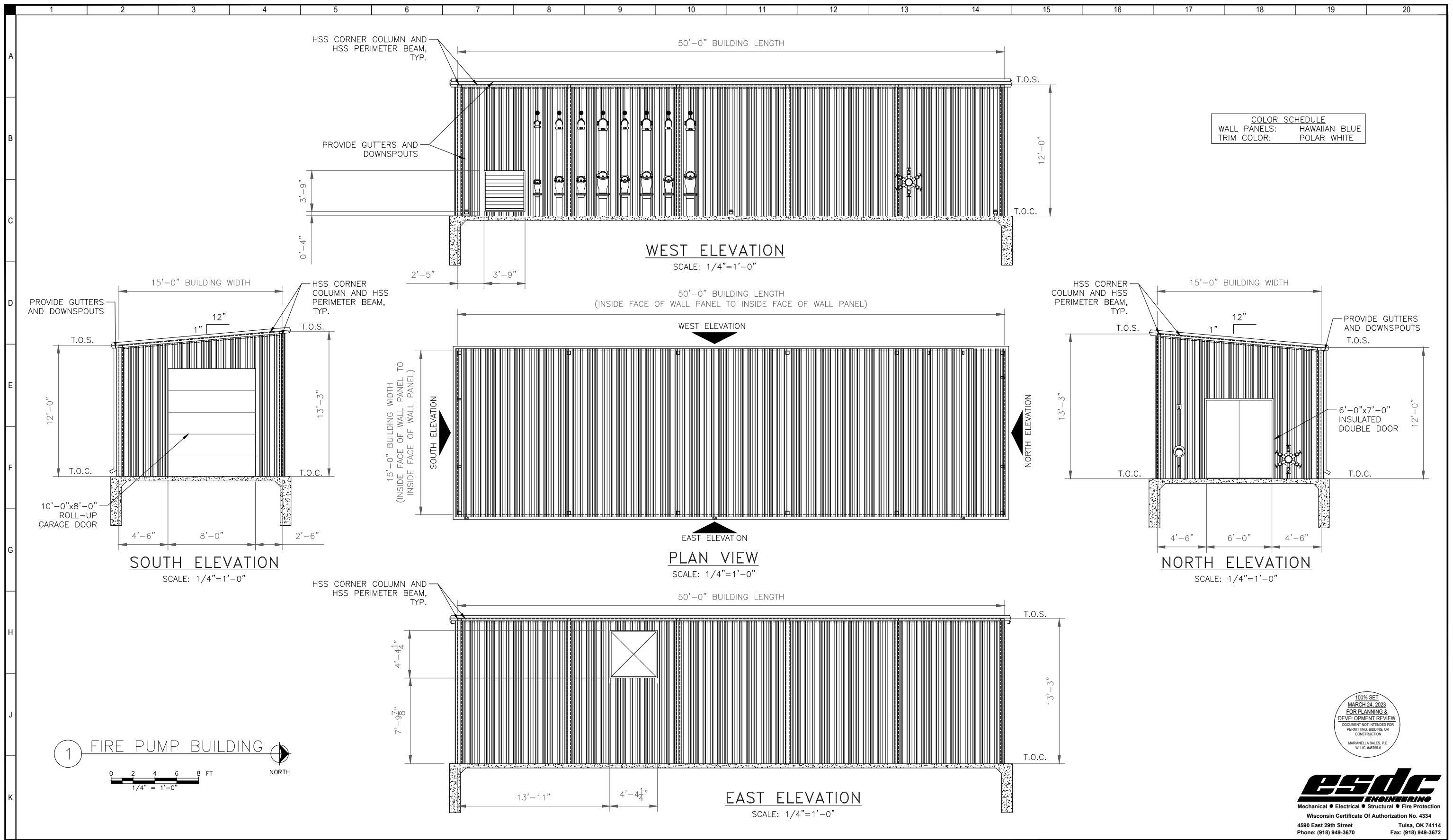
| MK | DATE | PREVIOUS REVISIONS | BY | CHK | REF# |
|----|------|--------------------|----|-----|------|
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| - | - | - | - | - | - |

NOTICE
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.

| DWG NO. | REFERENCE DRAWINGS |
|---------|--------------------|
| | |
| | |
| | |



| CIVIL ENLARGED GRADING MADISON TERMINAL MCFARLAND, WISCONSIN | | | |
|--|-------------|--------------|------|
| DES. LBH | REF# | DATE 7/27/21 | |
| DR. LBH | SCALE NONE | DWG. NO. | REV. |
| CH. ALS | OLD DWG NO. | C-4 | 0 |
| AP. - | - | - | - |



COLOR SCHEDULE
 WALL PANELS: HAWAIIAN BLUE
 TRIM COLOR: POLAR WHITE

100% SET
 MARCH 24, 2023
 FOR PLANNING &
 DEVELOPMENT REVIEW
 DOCUMENT NOT INTENDED FOR
 PERMITTING, BIDDING, OR
 CONSTRUCTION
 MARIANELLA SALES, P.E.
 WI LIC #46765-6

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

| MK | DATE | CURRENT REVISION | BY | CHK | REF# |
|----|----------|--|-----|-----|------|
| 0 | 03/06/23 | ISSUED FOR PLANNING AND DEVELOPMENT REVIEW | JMR | LBH | - |
| MK | DATE | PREVIOUS REVISIONS | BY | CHK | REF# |
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| - | - | - | - | - | - |

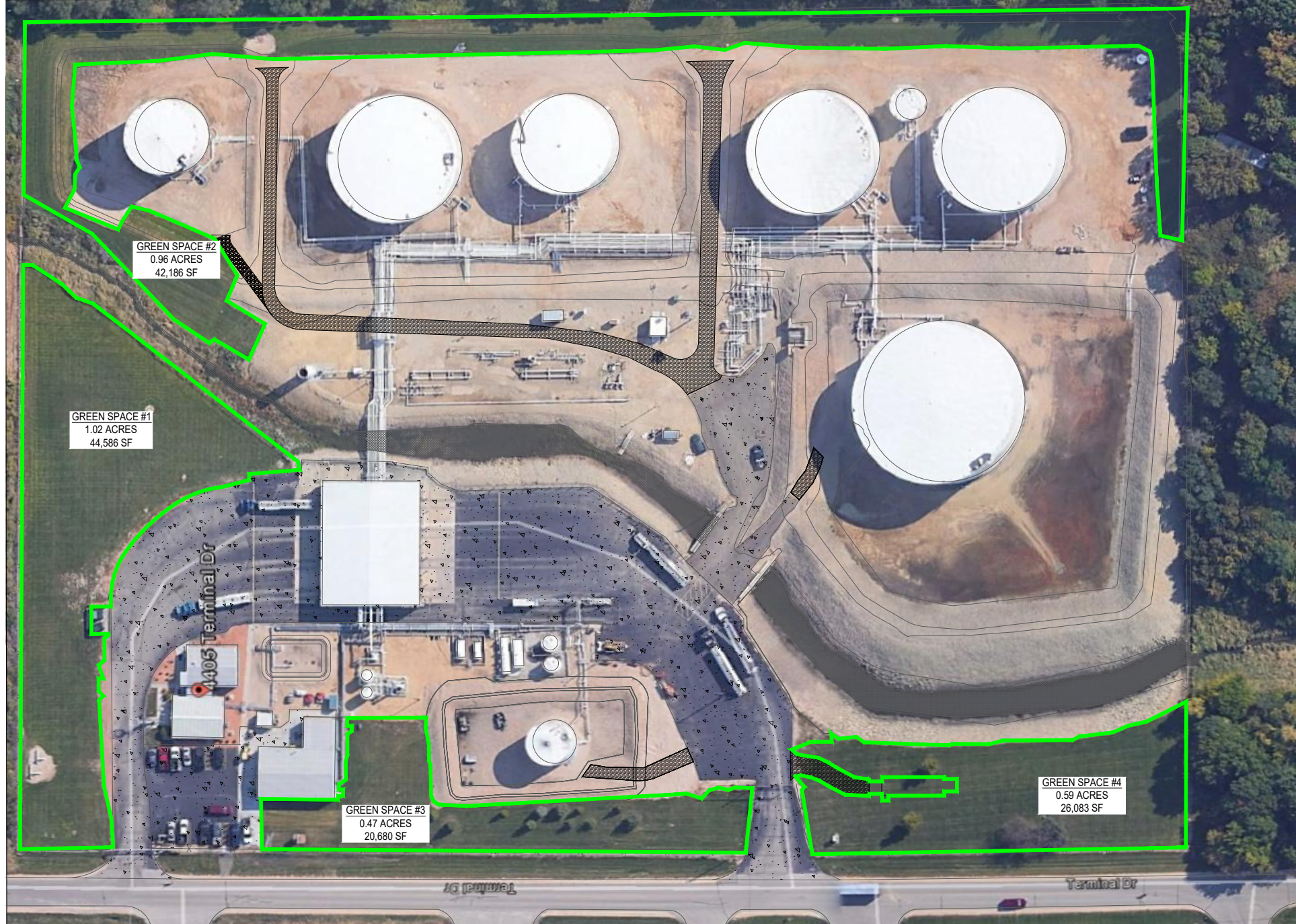
| MK | DATE | PREVIOUS REVISIONS | BY | CHK | REF# |
|----|------|--------------------|----|-----|------|
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| - | - | - | - | - | - |

NOTICE
 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.

| DWG NO. | REFERENCE DRAWINGS |
|---------|--------------------|
| - | - |
| - | - |
| - | - |
| - | - |
| - | - |

FLINT HILLS
 resources®
 MCFARLAND
 WISCONSIN

| FIRE PUMP BUILDING - EXTERIOR ELEVATIONS MADISON TERMINAL MCFARLAND, WISCONSIN | | | |
|--|--------------------|-------------|------|
| DES. MB | REF# | DATE 9/7/21 | REV. |
| DR. RL | SCALE 1/4" = 1'-0" | DWG. NO. | |
| CH. MB | OLD DWG NO. | C-5 | 0 |
| AP. - | - | | |



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

1 GREEN SPACE PLAN
SCALE: 1" = 50'-0"
0 25 50 100 FT
1" = 50'-0"
NORTH

100% SET
MARCH 23, 2023
FOR PLANNING &
DEVELOPMENT REVIEW
DOCUMENT NOT INTENDED FOR
PERMITTING, BIDDING, OR
CONSTRUCTION
PATRICK J. HARRIS, P.E.
W.L.C. #00864

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# |
|----|------------|------------------------|-----|-----|------|----|------|--------------------|----|-----|------|
| 0 | 04/07/2023 | ISSUED FOR REVIEW ONLY | JMR | LBH | - | - | - | - | - | - | - |
| MK | DATE | PREVIOUS REVISIONS | BY | CHK | REF# | - | - | - | - | - | - |
| - | - | - | - | - | - | - | - | - | - | - | - |
| - | - | - | - | - | - | - | - | - | - | - | - |
| - | - | - | - | - | - | - | - | - | - | - | - |
| - | - | - | - | - | - | - | - | - | - | - | - |

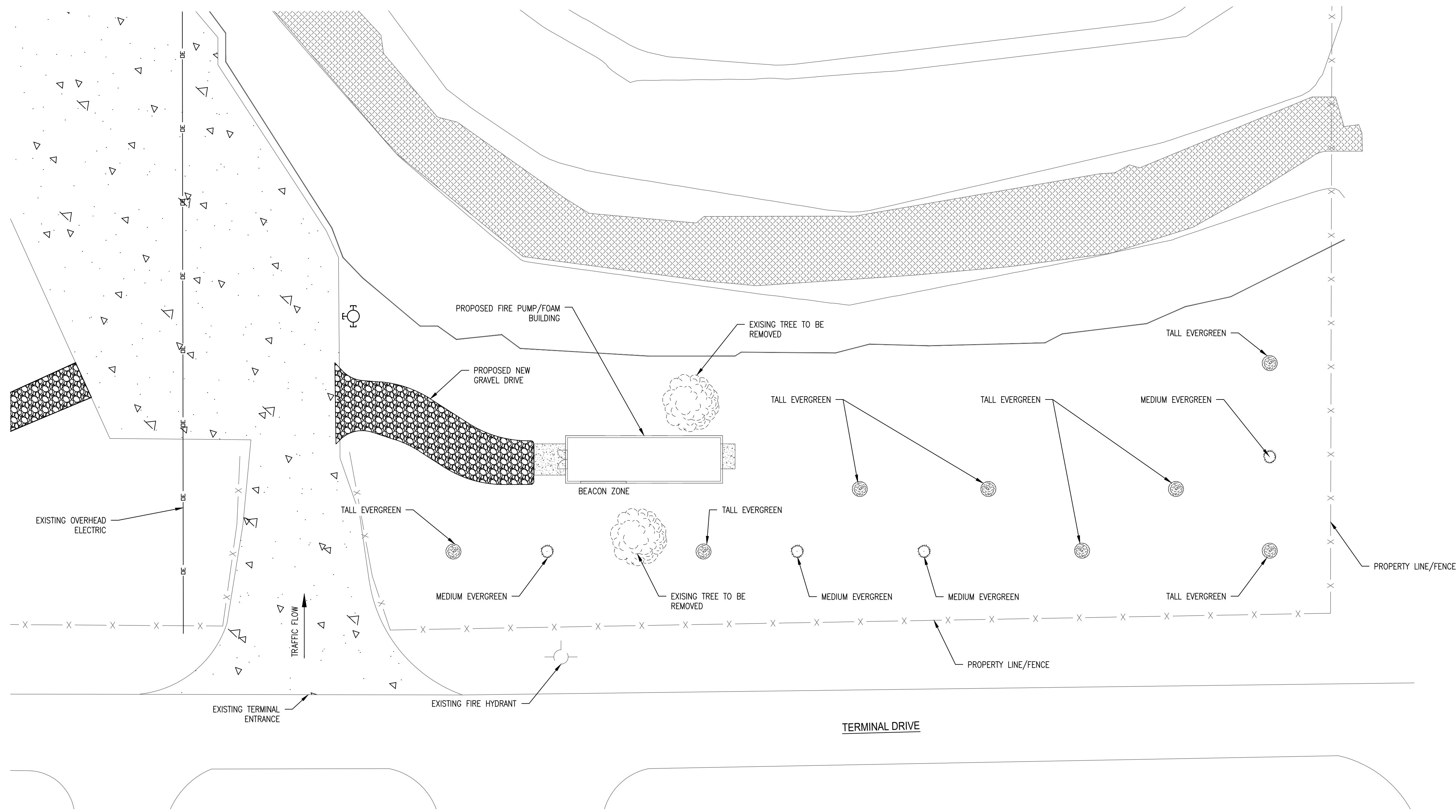
NOTICE
This drawing has not been published and is the sole property of FLINT HILLS RESOURCES, LP, Wichita, Kansas, and is lent to the borrower for his confidential use only, and in consideration of the loan of the drawing the borrower promises and agrees that it shall not be reproduced, copied, lent or otherwise disposed of directly or indirectly, nor used for any purpose other than for which it is specifically furnished.

| DWG NO. | REFERENCE DRAWINGS |
|---------|--------------------|
| - | - |
| - | - |
| - | - |
| - | - |
| - | - |
| - | - |

FLINT HILLS
resources®
MADISON
WISCONSIN

| GREEN SPACE PLAN MADISON TERMINAL McFARLAND, WISCONSIN | | | |
|--|-------------------|--------------|------|
| DES. LBH | REF# | DATE 7/27/21 | REV. |
| DR. LBH | SCALE 1" = 50'-0" | DWG. NO. | 0 |
| CH. ALS | OLD DWG NO. | C-6 | |
| AP. - | - | | |

| 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

1 LANDSCAPING PLAN
SCALE: 1" = 20'-0"
NORTH

100% SET
MARCH 23, 2023
FOR PLANNING &
DEVELOPMENT REVIEW
DOCUMENT NOT INTENDED FOR
PERMITTING, BIDDING, OR
CONSTRUCTION
PATRICK J. HURST, P.E.
W.L.C. #40949-6

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# |
|----|------------|------------------------|-----|-----|------|----|------|--------------------|----|-----|------|
| 0 | 04/13/2023 | ISSUED FOR REVIEW ONLY | JMR | LBH | - | - | - | - | - | - | - |
| MK | DATE | PREVIOUS REVISIONS | BY | CHK | REF# | MK | DATE | PREVIOUS REVISIONS | BY | CHK | REF# |
| - | - | - | - | - | - | - | - | - | - | - | - |
| - | - | - | - | - | - | - | - | - | - | - | - |
| - | - | - | - | - | - | - | - | - | - | - | - |
| - | - | - | - | - | - | - | - | - | - | - | - |

NOTICE
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.

| DWG NO. | REFERENCE DRAWINGS |
|---------|--------------------|
| - | - |
| - | - |
| - | - |
| - | - |
| - | - |
| - | - |

FLINT HILLS resources
MADISON WISCONSIN

| LANDSCAPING PLAN MADISON TERMINAL McFARLAND, WISCONSIN | | | |
|--|-------------------|--------------|------|
| DES. LBH | REF# | DATE 7/27/21 | REV. |
| DR. LBH | SCALE 1" = 20'-0" | DWG. NO. | 0 |
| CH. ALS | OLD DWG NO. | C-7 | |
| 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. | |
|-----------|--|-------------|--|

Erosion Control Plan – Simplified Checklist

Complete the site diagram with the following information:


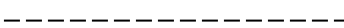

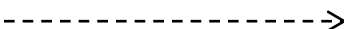


Site Characteristics

- 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

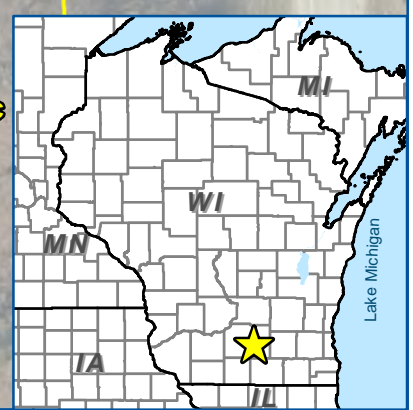
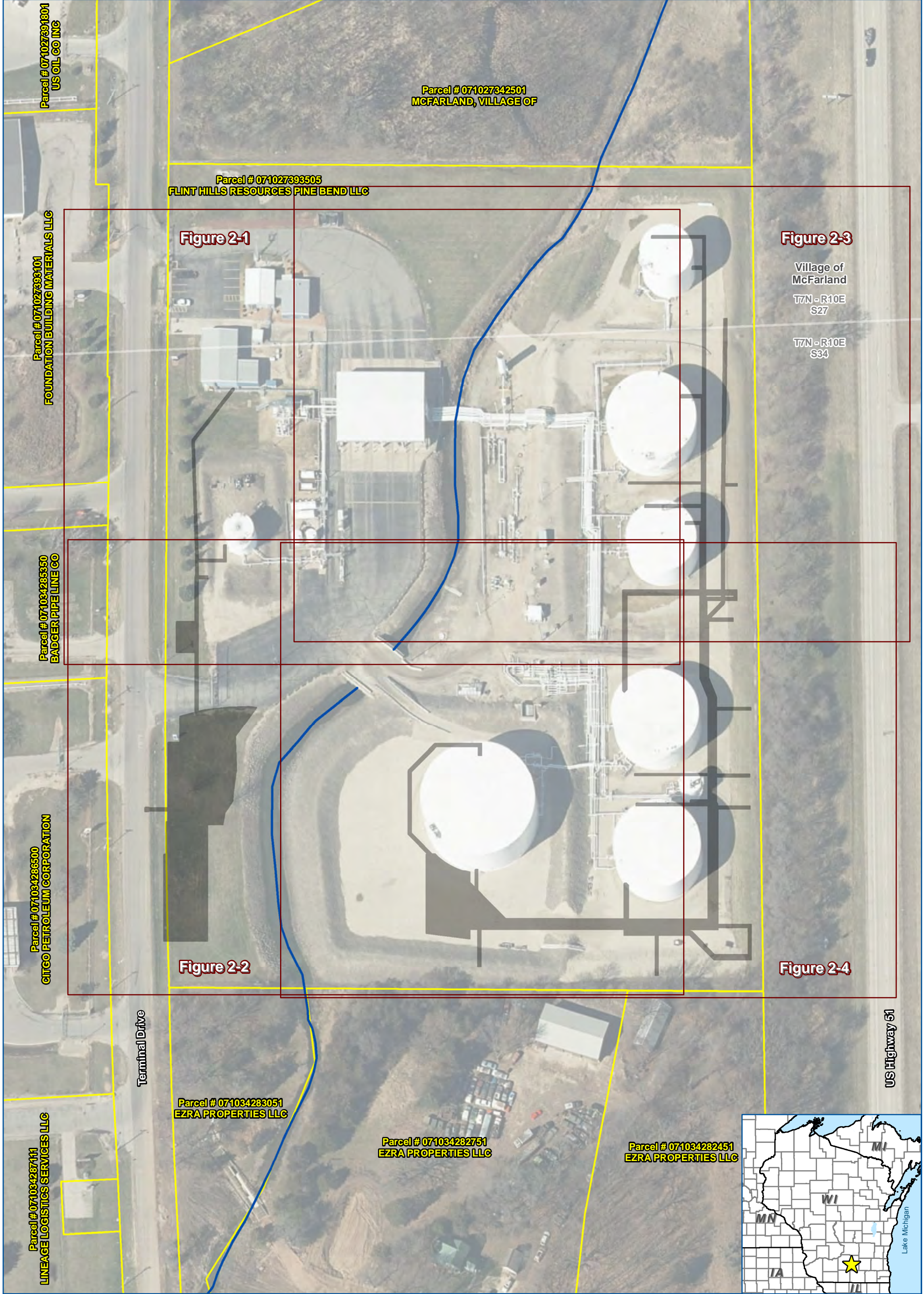
Project locations outside of the containment areas where land disturbing construction activities will temporarily cease for a period exceeding 14 calendar days will be temporarily stabilized with straw or hay much in accordance with the WDNR Stormwater Construction Technical Standard (Technical Standards)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



Approximate Area of Disturbance - 0.92 Acres

Figure 2x Sheet Extents

Parcel Boundaries

Rivers and Streams

BARR

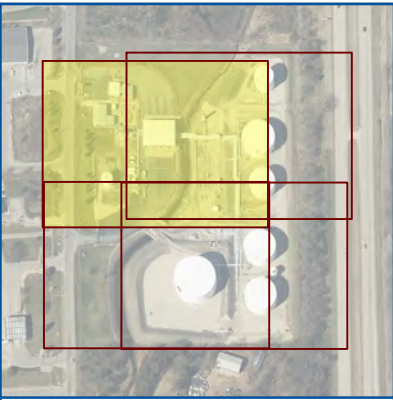
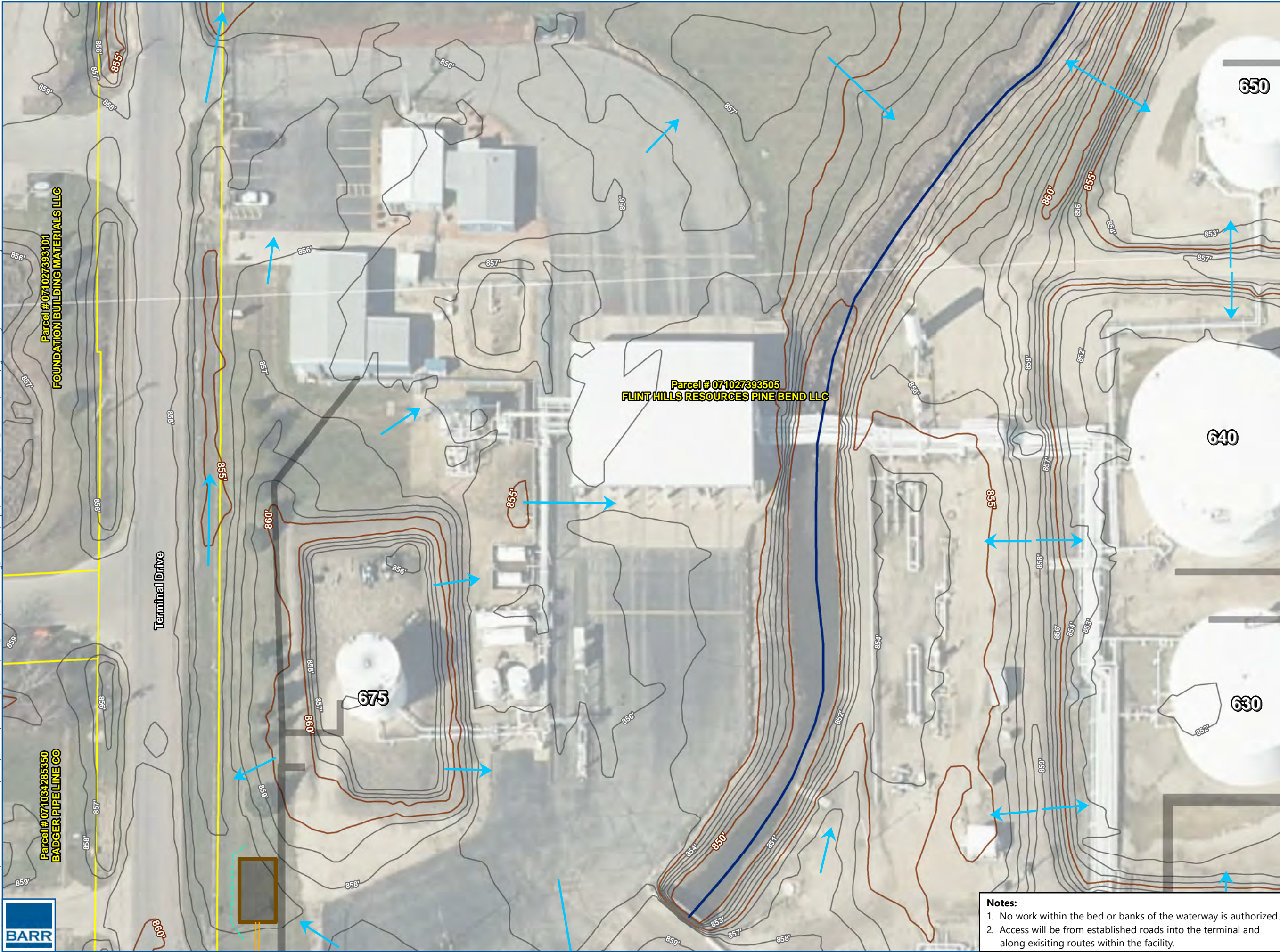
0 50 100 150 200

Feet

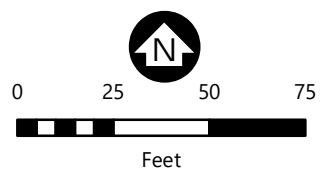
WROC Imagery Circa 2020

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

FIGURE 1



- ★ 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.





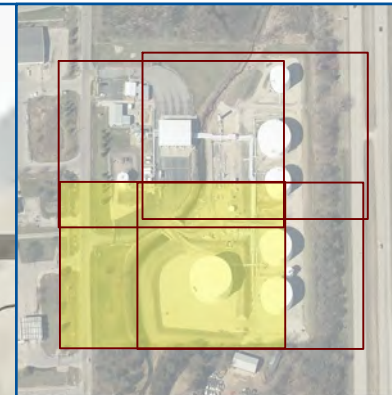
Parcel # 071034283350
BADGER PIPE LINE CO

Parcel # 071034286500
CITGO PETROLEUM CORPORATION

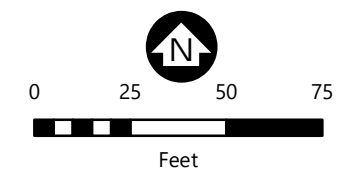
Parcel # 071027393505
FLINT HILLS RESOURCES PINE BEND LLC

Rip Rap Culver Outlet Protection

Terminal Drive



- ★ 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

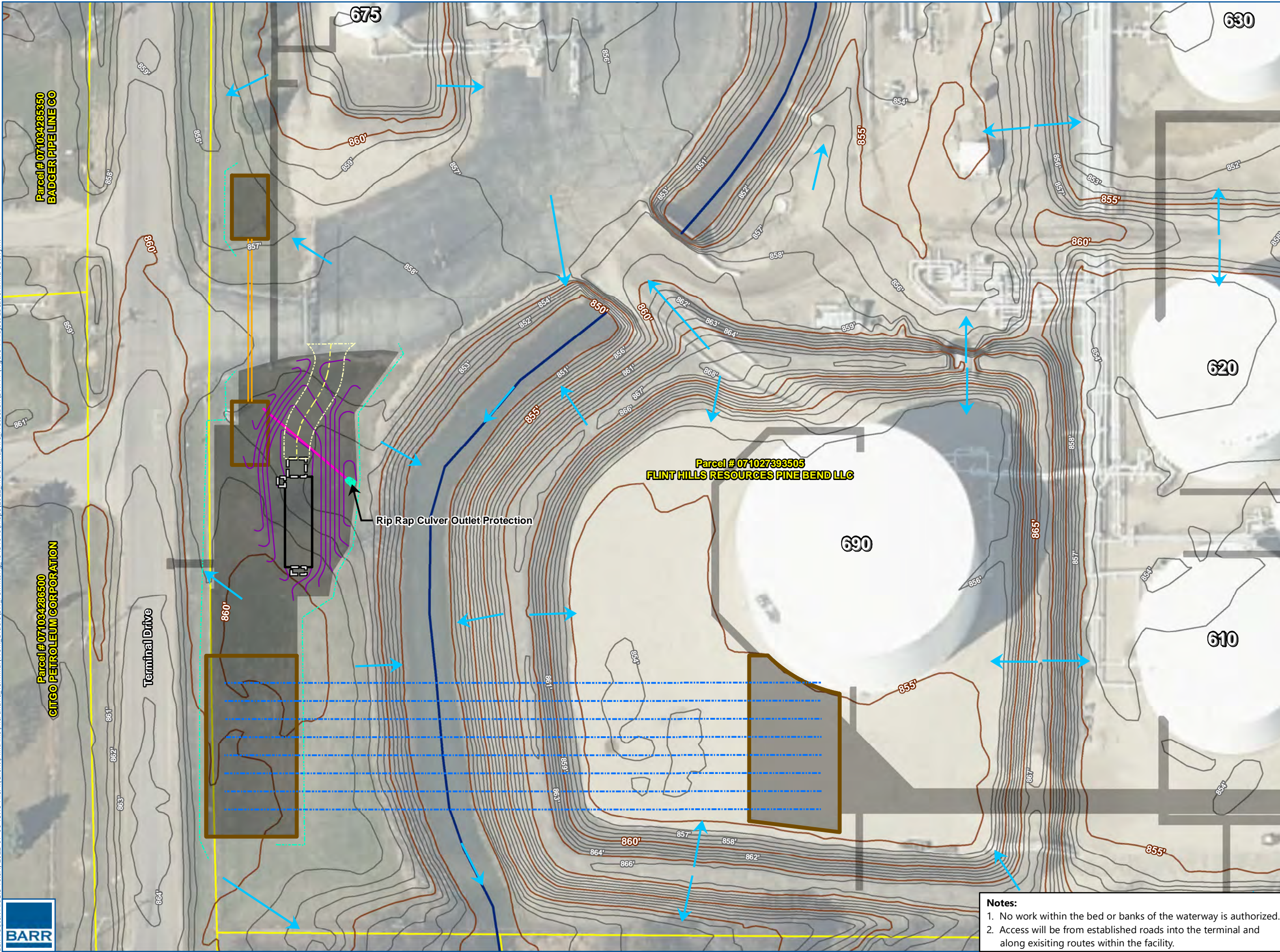


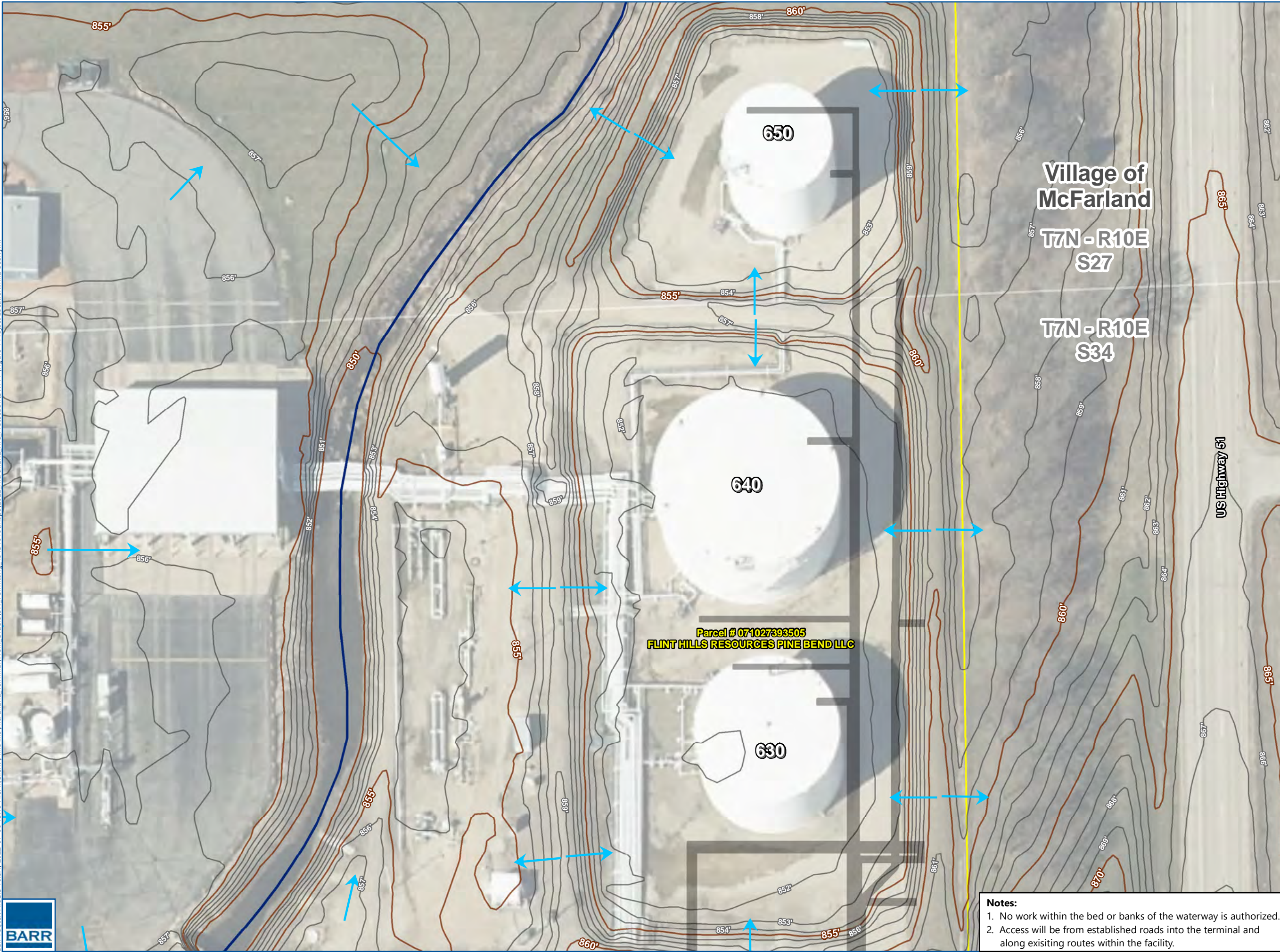
WROC Imagery Circa 2020

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

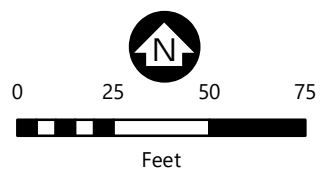
FIGURE 2-2

- 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



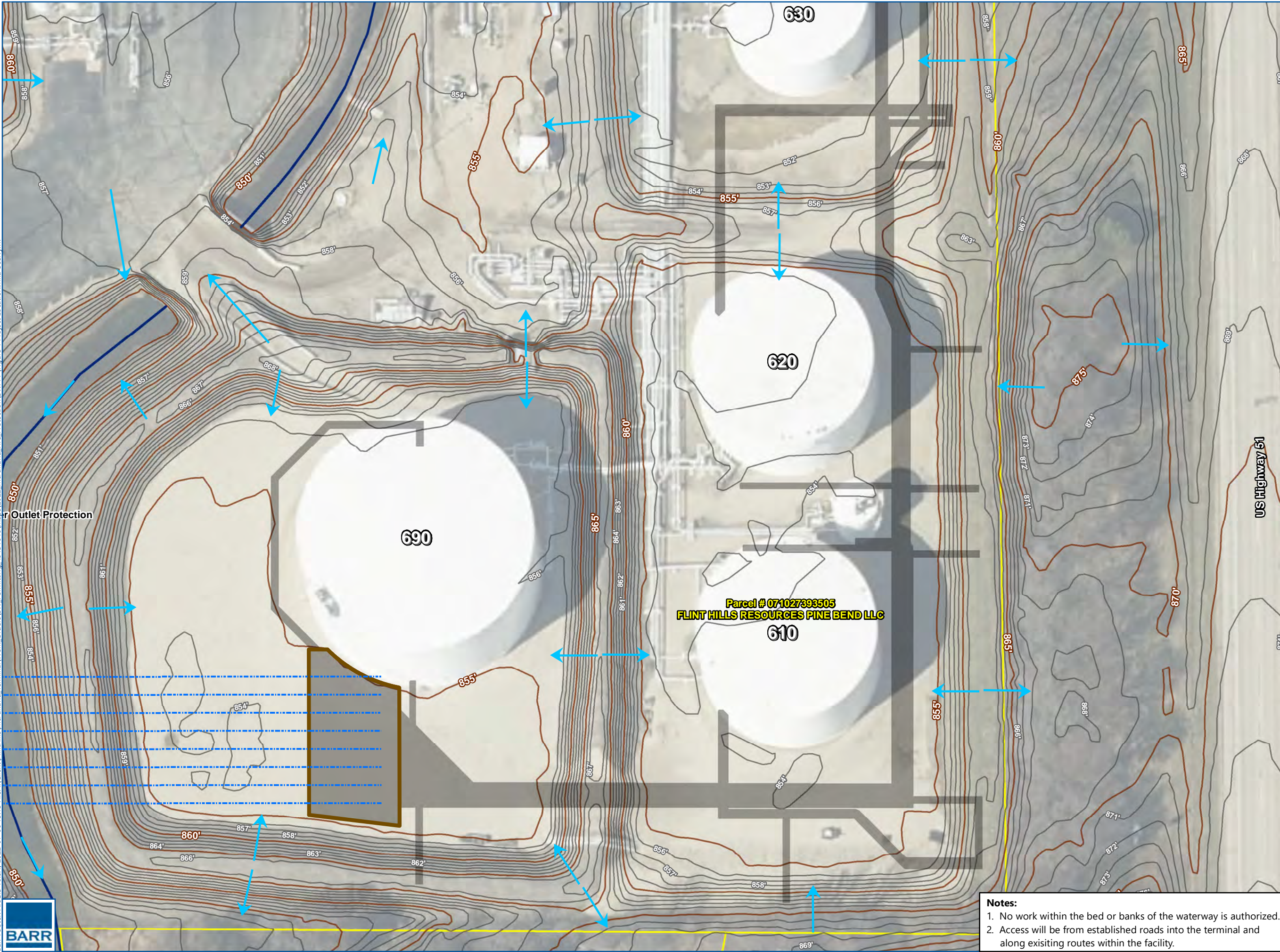
WROC Imagery Circa 2020

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

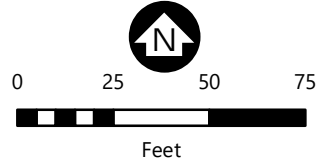
FIGURE 2-3

- 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.





- 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

Parcel # 071027393505
FLINT HILLS RESOURCES PINE BEND LLC

CULVERT A1:
· ±60 L.F. 18" HDPE @ 1% SLOPE.
· PROVIDE MINIMUM 12" OF COVER OVERTOP CULVERT FOLLOWING PROJECT COMPLETION.
· DRAINAGE AREA = ±6,200 s.f.
· C = 0.24 (HSG B)
· Tc = 5 min
· INTENSITY (50) = 9.54 in/hr.
· Q(50) = ±0.33 cfs

SERVICE DRIVE CONNECTION:
· CONNECTION WITH EXISTING ASPHALT DRIVE SHALL BE FLUSH (typical)

END SECTION A2:
· INVERT = 109.85'
· PLAIN END (culvert extends 24" beyond toe of slope.)

END SECTION A1:
· INVERT = 109.25'
· PLAIN END (culvert extends 24" beyond toe of slope).
· GRADE AREA AS REQUIRED FOR RUNOFF TO DRAIN TOWARDS EXISTING DRAINAGE CHANNEL.

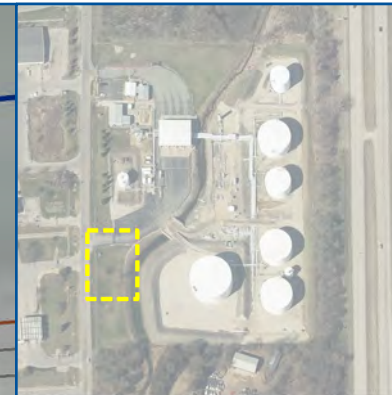
CULVERT OUTLET PROTECTION:
· RIP RAP OUTLET SYSTEM SHALL HAVE MINIMUM DIMENSIONS OF 8' (width) x 10' (length).
· RIP RAP SHALL HAVE AN AVERAGE DIAMETER SIZE OF 10" (medium rip rap).

GRADE AREA SO THAT STORMWATER RUNOFF DRAINS AWAY FROM THE BUILDING AND IN AN EASTWARD DIRECTION

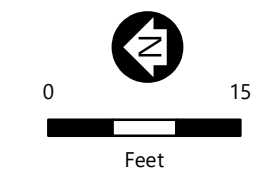
GRADE AREA SO THAT STORMWATER RUNOFF DRAINS AWAY FROM THE NEW BUILDING (typical all sides around building).

GRADE AREA SO THAT STORMWATER RUNOFF DRAINS AWAY FROM THE BUILDING AND IN A WESTWARD DIRECTION

GRADE AREA SO THAT STORMWATER RUNOFF DRAINS TO NEW STORM CULVERT A1.



- ★ 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

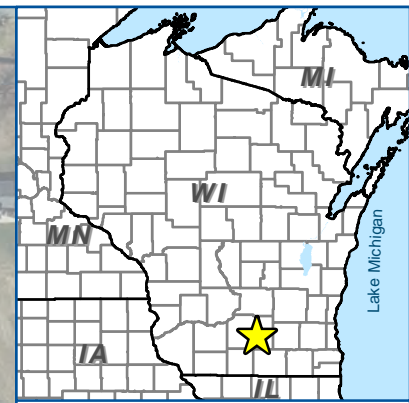
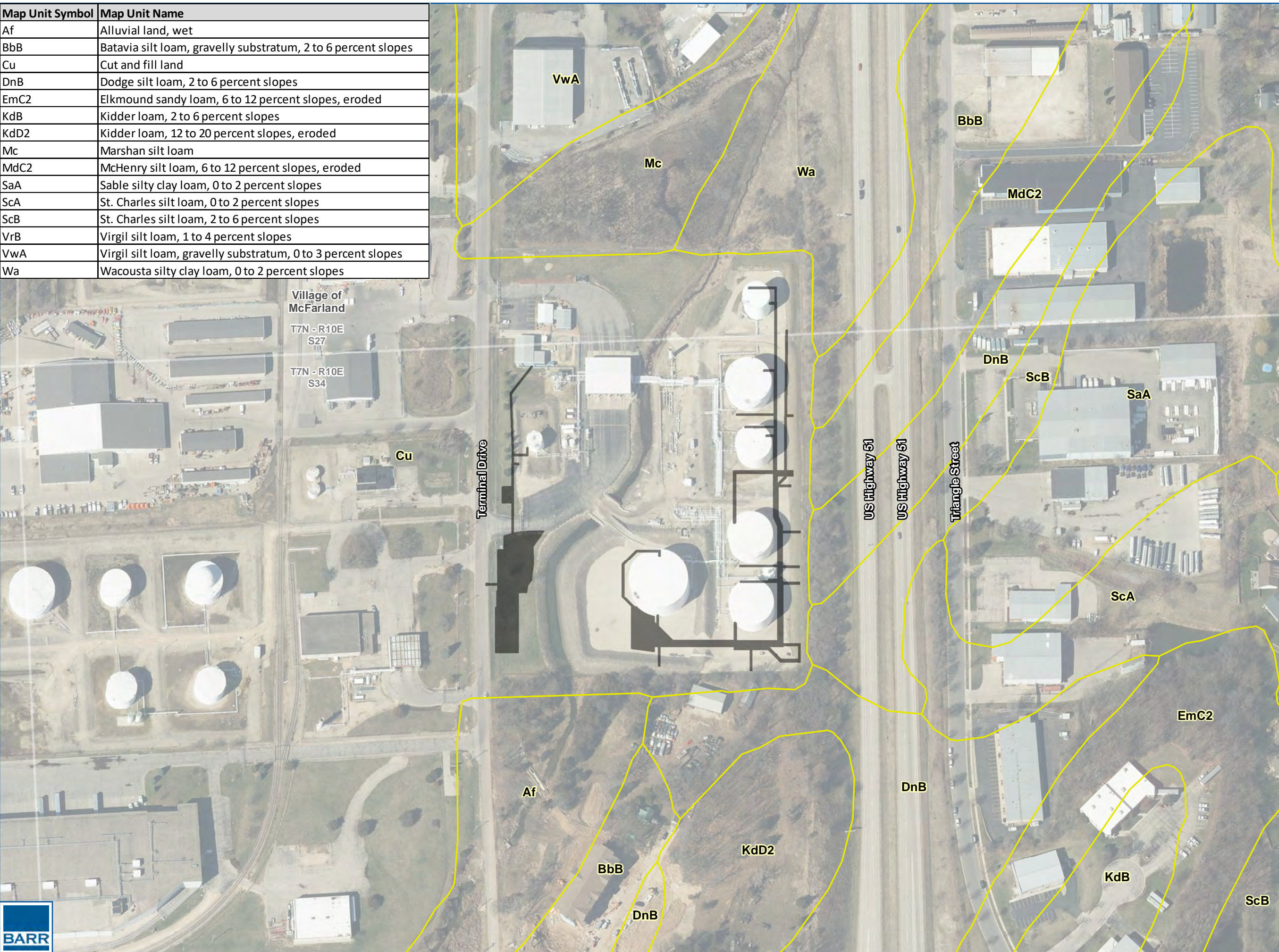
- Notes:**
- No work within the bed or banks of the waterway is authorized.
 - Access will be from established roads into the terminal and along existing routes within the facility.



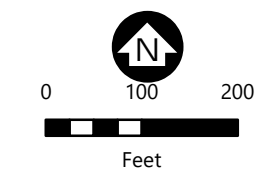
FIGURE 3

| 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 | Elk mound 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 that reads "Christopher C. Dennis". The signature is written in a cursive style with a long horizontal stroke at the end.

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


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, April 15, 2025

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and recommendation to the Village Board regarding a proposal from ZoneCo to update the Village's Zoning and Subdivision Codes.

PREVIOUS ACTION:

November 19, 2024 - Plan Commission recommends issuing the Request for Proposals.

November 26, 2024 - Village Board approves issuing the Request for Proposals.

January 17, 2024 - Consultant deadline to submit proposals.

ISSUE SUMMARY:

Last November, Village staff issued the Request for Proposals to update the Village's Subdivision and Zoning Code as provided in the packet. The RFP was posted on the Village website, Wisconsin League of Municipalities website, the Wisconsin Chapter of the American Planning Association website, and the American Planning Association website. Despite advertising across these organizational websites, the Village only received one proposal from ZoneCo, refer to attached proposal. ZoneCo is a national planning firm based out of Ohio that specializes in zoning code updates. They have extensive experience working with communities to update their zoning codes, and are currently working with the City of Sun Prairie to update their zoning code and completed a zoning code update for the City of Greenfield, WI. The Evaluation Team met to review ZoneCo's proposal and requested ZoneCo provide an Addendum to their proposal to clarify and increase the amount of public engagement activities within the project budget, refer to pages 26-27 of their proposal. ZoneCo's revised proposal includes a cost of \$106,565, within the Village's budget of \$110,000, leaving some budget for Village public engagement communication expenses.

The Evaluation Team felt that ZoneCo is technically capable of assisting with the completion of the new zoning and subdivision code. However, the Evaluation Team is recommending the Plan Commission recommend to the Village Board rejecting the proposal from ZoneCo for the following reasons:

1. Lack of other bids. While there is no requirement to receive multiple bids in order to award the project, it would be preferred to receive more than one bid for comparison purposes. The overall project budget may have been a limiting factor in attracting more bidders, particularly national planning firms.
2. Need for additional project funding for public engagement. ZoneCo's proposal includes two in-person Plan Commission meetings, five virtual Plan Commission meetings, six virtual stakeholder focus group meetings (typically 1-hour meetings), two in-person



public information meetings, and one in-person Village Board meeting. ZoneCo has scoped the public engagement meetings to fit within the Village's budget and provided costs for additional project add-on meetings. However, adding additional public engagement activities would not fit within the current approved budget.

3. Department capacity. The Department is currently working on a number of other Village projects (e.g. CORP, boundary agreement, Siggelkow Road traffic study, sustainability projects, park impact fee study, etc.) and is coordinating the review of private development projects (e.g. Lakestone Properties). Staff would prefer to focus resources on completing some of these existing projects prior to initiating the zoning and subdivision code update.
4. Dane County Best Practice Residential Zoning Code Advisory Committee. As a follow-up to the [Dane County Regional Housing Strategic Action Plan 2024-2028](#), Director Bremer is serving on a 13-person Advisory Committee led by the Dane County Planning Department. The committee will be working with County planning staff and their consultant to develop a Best Practice Residential Zoning Code to Address the Housing Crisis. The outcome of this project is not a traditional model zoning code, but a non-binding report on best practices local municipalities could include in their zoning codes to help address the housing crisis. This project is anticipated to be completed in the next six months and the recommendations from the report would serve to inform potential changes to the Village's Zoning Code.

To be clear, there is still a need to complete this project. Staff's suggestion is to evaluate the project budget as part of the 2026-2030 Capital Improvement Plan later this Spring/Summer and the 2026 Village Board budget later this Fall. Afterward, the Village can either direct solicit proposals from qualified firms, including ZoneCo, or reissue a new RFP or RFQ.

Project Background

The Zoning Code was originally adopted in 1967 and the last comprehensive update was completed in 2003. While there have been some piecemeal amendments since 2003, a comprehensive revision to the code is proposed to improve administration, reduce permitting procedures and timelines for smaller projects, avoid contradicting or vague regulations, employ modern zoning practices, and implement recommendations from recently adopted plans (e.g. Comprehensive Plan, Sustainability Plan, 2023 East Side Plan, 2023 Housing Needs Assessment, etc.) and general updates to the text and zoning map.

FINANCIAL/BUDGET IMPACT:

Project funding is provided through 2024 Capital Improvement borrowing. The budget for this project is \$110,000. Staff anticipate utilizing up to \$10,000 of the project budget for in-house public communication expenses and contingencies, providing a consultant budget of \$100,000.

VILLAGE PLAN REFERENCE:

This project has been identified in the Village's 5-year Capital Improvement Plan dated back to 2021.

2024-2025 Strategic Plan, Goal C, Action IV. *Develop RFP, bid, hire, and complete process to recodify the Subdivision and Zoning Codes as they impact planning decisions, density, zoning,*



diversity, and commercial uses.

ORDINANCE REFERENCE:

Chapter 56 Subdivisions

Chapter 62 Zoning

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion, second, to recommend to the Village Board rejecting the proposal from ZoneCo to update the Village's Zoning and Subdivision Codes.

ATTACHMENTS:

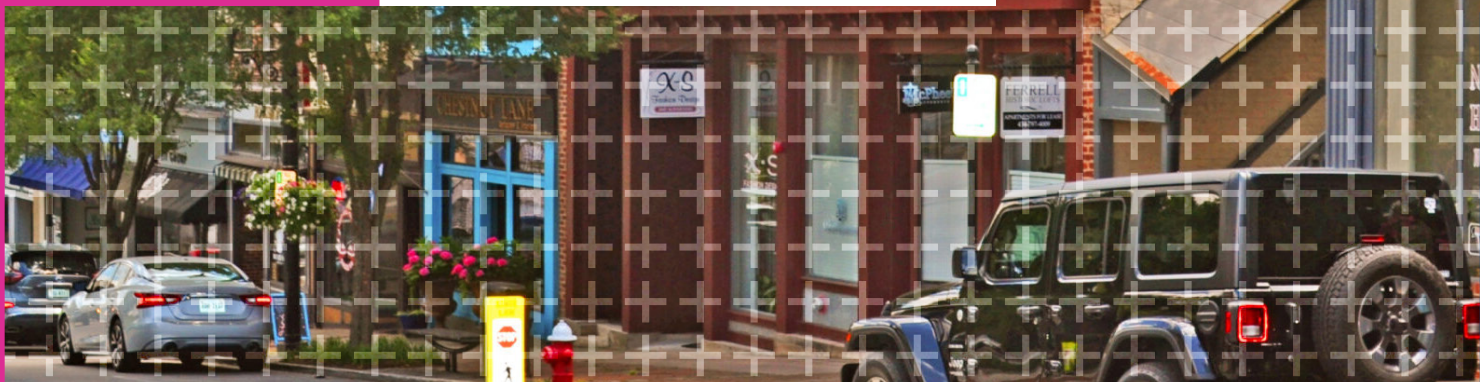
1. ZoneCo - McFarland Proposal - v.3
2. Village of McFarland Zoning and Subdivision Code Update RFP_11.19.24

Proposal

McFarland, WI

ZoneCo exists at the intersection of planning, law, and design. Our firm focuses exclusively on zoning and subdivision codes, and we've worked around the country and within the State of Wisconsin. We have experience in smaller communities within a larger MSA, like McFarland. We are passionate about being part of positive change in communities through land use planning and policy reform.

Valid Through: 1/17/2026



PROPOSAL SECTIONS



01

Cover Letter

02

Experience
and References

*(References included on
project sheets)*

03

Scope of Work
and Project
Schedule

04

Project
Management Plan

05

Project Cost

Dear Hiring Committee,

The experienced ZoneCo team is pleased to provide this proposal to the Village of McFarland to rewrite the City's Zoning and Subdivision Codes (the "Codes"). ZoneCo and our national-caliber code writers have extensive experience writing and replacing outdated and piecemeal updated zoning and subdivision codes with clear, consistent, user-friendly, innovative, and defensible codes that advance your community's vision. The Comprehensive Plan and the other planning documents like the East Side Plan, Sustainability Plan, among others, provide guidance and direction regarding community objectives for the code update. In many of our code updates, our work follows a comprehensive planning process. We work with the community to implement their future land use goals in a responsive, collaborative manner that honors the goals set forth in the Plan.

ZoneCo is a mission-driven, multi-disciplinary team of trusted national zoning code writers that includes city planners, lawyers, historic preservationists, environmental planners, and urban designers - all with extensive local government experience. ZoneCo exists at the intersection of planning, law, and design. Our staff understands at a fundamental level the challenges that can arise from inconsistencies or dated standards because we have all been in your shoes as former zoning code administrators.

Our firm is currently working in Wisconsin with the City of Sun Prairie to update their zoning code, and we recently finished a project in Menomonee revising administrative procedures for consistency with Wisconsin Act 67. Our firm has worked in a broad spectrum of communities from urban to rural and we have familiarity with the land use patterns within McFarland. McFarland has a healthy mix of land uses and environmental assets.

Like many communities, McFarland has an outdated code that is no longer advancing its vision or adequately addressing the community's growth. Through this request for proposals, the Village has taken an important first step in modernizing its zoning code and processes. We appreciate the opportunity to bring a multi-disciplinary team of professionals to assist the Village with this important project.

Thank you for your time and consideration.

Sincerely,

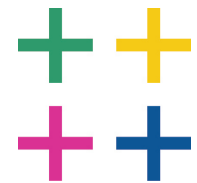


Sean S. Suder, Esq.,
LEED AP Lead Principal/Founder

Important Notice

Although some of our professionals are also attorneys who may be separately engaged to provide legal representation in states where we are licensed to practice law, we are not a law firm and ZoneCo does not provide legal representation or services and is not engaged in the practice of law in any jurisdiction. Engaging ZoneCo does not form an attorney-client relationship and, as such, the protections of the attorney-client relationship do not apply. If you wish to create an attorney-client relationship, you are encouraged to contact counsel of your choosing.

WE ARE ZONECO



The Intersection of Planning + Design + Law

+ About ZoneCo

The importance and complexity of zoning policy inspired the founding of ZoneCo, LLC. Zoning code consulting is our core service. We are focused and passionate, and we strive to help communities be more vibrant, resilient, equitable, and sustainable places through land use policy.

We believe that zoning should facilitate a community's desired outcomes, not serve as a barrier to development and placemaking.

We craft clear consistent, user-friendly, equitable, and defensible zoning codes that remove barriers and achieve desired outcomes.

+ About Our Team

Our team is multi-disciplinary, which reflects our belief that land use planning and zoning should integrate expertise from various disciplines. Our personable, professional staff collectively have skills in planning, zoning, urban design, historic preservation, environmental science, mapping, architecture, real estate, public finance, public engagement, graphic design, and project management. Several of our staff members have land use law experience.

All ZoneCo professionals have public sector experience. We understand the complexities of administering a zoning code, which helps us to better understand our clients and their challenges.

Consulting Services +

- Zoning Codes
- Subdivision Codes
- Sign Ordinances
- Historic Ordinances
- Zoning Diagnostics
- Equity Zoning Audits
- Board & Commission Training
- Code Graphics
- Public Engagement
- Coastal Zoning
- Form-Based Codes
- Design Standards
- On-Call Planning & Zoning Services
- Land Use Planning & Long Range Plans
- Planning Approvals

Where We've Worked +

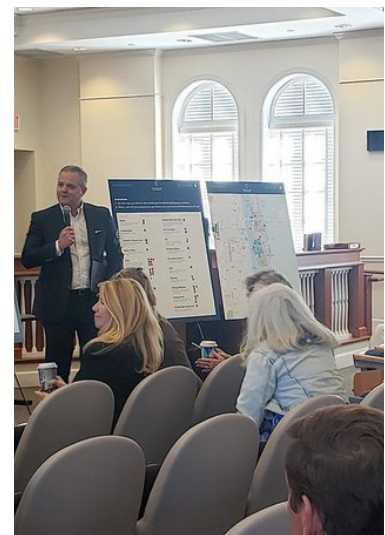
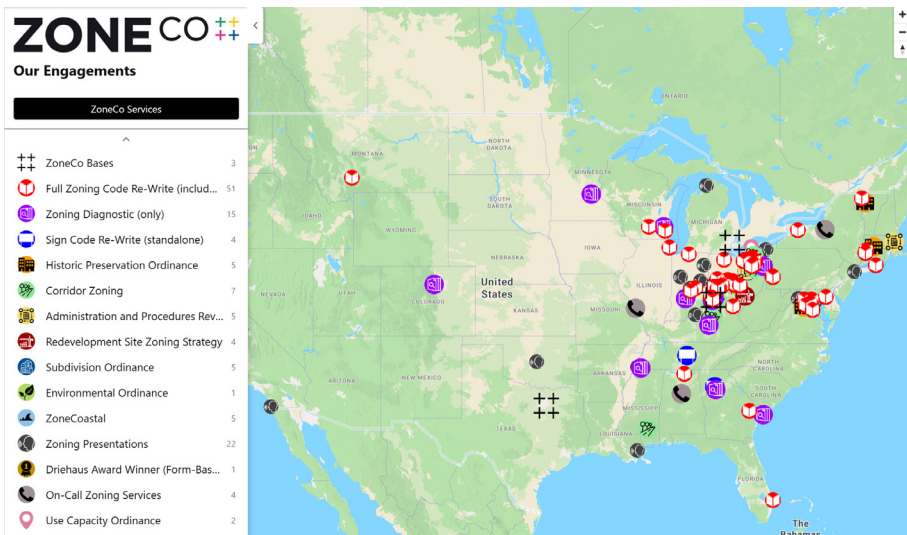
| | | |
|-------------|---------------|----------------|
| Alabama | Maryland | Pennsylvania |
| Connecticut | Massachusetts | South Carolina |
| Florida | Minnesota | Tennessee |
| Georgia | Mississippi | Vermont |
| Illinois | Montana | Virginia |
| Indiana | New York | Wisconsin |
| Kentucky | Ohio | |

Contact: Sean Suder
1502 Vine Street, 4th Floor
Cincinnati, OH 45202
513.694.7501
ssuder@thezoneco.com
www.thezoneco.com

ZoneCo's Competitive Advantages:

We pride ourselves on developing zoning and subdivision codes that facilitate positive change for communities. The firm's competitive advantages are listed below:

- Our firm focuses exclusively on zoning and subdivision codes as opposed to other firms that focus on a broad range of services. Given the complexity of zoning, we have specialized our services.
- Our team members have all administered a zoning code from the public sector, so they relate personally to the need for ease of use and administration, and the need for standards to reflect the community's will.
- Our project managers go through project management training and we subscribe to project management software tools like Monday.com to help build transparency with clients. We also prioritize prompt, effective communication.
- We have experience across the country effectively translating comprehensive plan goals into zoning standards.
- Many of our team members have land use law experience, in addition to our design and planning acumen.
- We are adept at engagement around zoning, which requires a different approach than engagement for long-range planning. Education is important, and communicating the right level of detail within an appropriate venue is also important. The consultant must provide transparency while not bogging the community down with technical zoning jargon.
- We understand how to develop form-based standards that are responsive to the existing and desired urban form.
- We have worked in other communities trying to preserve rural land, agriculture, and open space.
- We have an architect on staff that has the skills to conduct a real world "test" of the new Codes utilizing their development experience and applying the new Code standards to hypothetical development projects.
- We have excellent experience translating code language into effective visual representations, in addition to excellent experience engaging around community character, urban form, and land use objectives.



ALL PROJECTS

*Active projects highlighted in blue

Full Zoning Code Re-Write

[Aurora, OH](#)
[Barberton, OH](#)
[Batavia, NY](#)
[Belgrade, MT](#)
[Bowling Green, OH](#)
[Buckeye Lake, OH](#)
[Charles County, MD](#)
[Canfield, OH](#)
[Cincinnati, OH - Form Based](#)
[Clayton, OH](#)
[Colerain Township, OH](#)
[Crafton, PA](#)
[Dormont, PA](#)
[Elyria, OH](#)
[Fairborn, OH](#)
[Gaithersburg, MD](#)
[Gahanna, OH](#)
[Garfield Heights, OH](#)
[Greenfield, IN](#)
[Greenfield, WI](#)
[Greenwood, IN](#)
[Huntsville, AL](#)
[Ingram, PA](#)
[Kent County, MD](#)
[Lafayette, CO](#)
[Litchfield, CT](#)
[Orange Township, OH](#)
[Palm Beach, FL](#)
[Plain City, OH](#)
[Plattsburgh, NY](#)
[Portsmouth, OH](#)
[Purcellville, VA](#)
[Reynoldsburg, OH](#)
[Rockville, MD](#)
[Sidney, OH](#)
[South Bend, IN](#)
[Southold, NY](#)
[Springfield, OH](#)
[Statesboro, GA](#)
[Sun Prairie, WI](#)
[Tallmadge, OH](#)
[Twinsburg, OH](#)
[University Heights, OH](#)
[Vienna, VA](#)
[Westerville, OH](#)
[Whitehall, OH](#)
[Winchester, CT](#)
[Wooster, OH](#)

Zoning Diagnostic Only

[Avondale Estates, GA](#)
[Covington, KY](#)
[Evanston, IL](#)
[Germantown, TN](#)
[Hilton Head Island, SC](#)
[Minnetonka, MN](#)
[Monroe County, IN](#)
[Stow, OH](#)
[Sycamore Township, OH](#)

Sign Code Re-Write

[Akron, OH](#)
[Dunwoody, GA](#)
[Hilton Head Island, SC](#)
[Marysville, OH](#)
[Murfreesboro, TN](#)

Historic Preservation Ordinances

[Burlington, VT](#)
[Canfield, OH](#)
[Cincinnati, OH](#)

Corridor Zoning

[Batavia Township, OH](#)
[Florence, KY](#)
[Hattiesburg, MS](#)
[Lexington, KY](#)
[North Canton, OH](#)
[Pierce Township, OH](#)
[Warrenton, VA](#)
[Wickliffe, OH](#)

Administration and Procedures Revisions

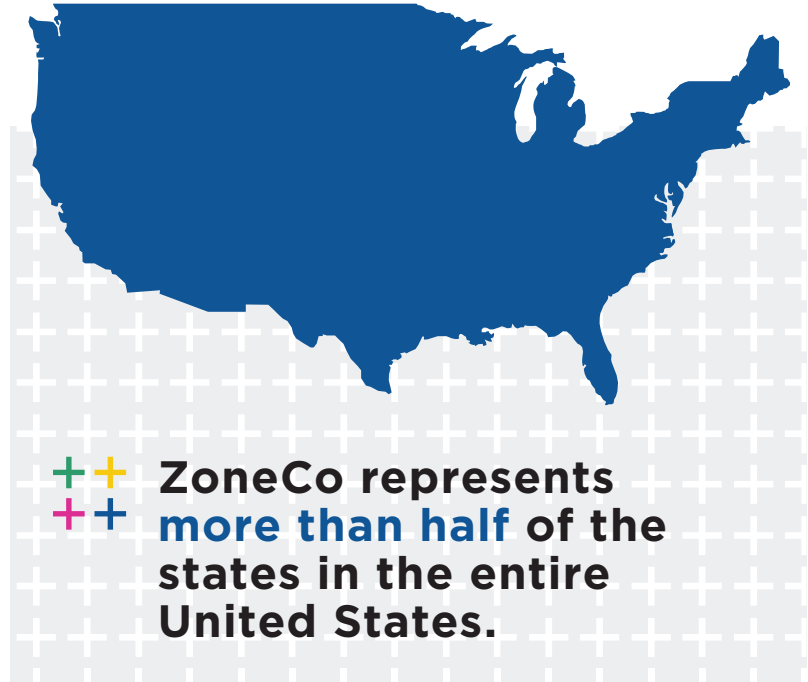
[Boston, MA](#)
[Cincinnati, OH](#)
[Danville, KY](#)
[Vandalia, OH](#)
[Wooster, OH](#)

Redevelopment Site Zoning Strategy

[Athens, OH](#)
[Harrison Township, OH](#)
[Lexington, KY](#)

Zoning Equity Assessment

[Evanston, IL](#)



++ **ZoneCo represents more than half of the states in the entire United States.**
++

Subdivision Ordinances

[Litchfield, CT](#)
[Vienna, VA](#)
[Wadsworth, OH](#)
[Wayne County, OH](#)
[Winchester, CT](#)

Urban Agriculture Ordinance

[Columbus, OH](#)

Affordable Housing Ordinance

[Prince William County, VA](#)

ZoneCoastal

[Charles County, MD](#)
[Hilton Head Island, SC](#)
[Kent County, MD](#)
[Palm Beach, FL](#)
[Southold, NY](#)

Form Based Code

[South Bend, IN](#)
[Cincinnati, OH \(as City staff\)](#)

On-Call Zoning Services

[Hilton Head Island, SC](#)
[Onondaga County, NY](#)
[St. Louis, MO](#)

Speaking Engagements

[Athens, OH](#)
[Cincinnati, OH](#)
[Cleveland, OH](#)
[College Park, MD](#)
[Conneaut, OH](#)
[Detroit, MI](#)
[Hamilton, OH](#)
[Indianapolis, IN](#)
[Lafayette, IN](#)
[Louisville, KY](#)
[Memphis, TN](#)
[Muncie, IN](#)
[New Orleans, LA](#)
[New York, NY](#)
[Oklahoma, OK](#)
[Petoskey, MI](#)
[Pittsburgh, PA](#)
[San Diego, CA](#)
[Washington, DC](#)
[Winchester, VA](#)

VIENNA, VIRGINIA

Zoning & Subdivision Ordinances

Project Scope

ZoneCo was chosen to re-write Vienna, Virginia’s subdivision and zoning ordinances as the lead consultant joined by Venable LLP, Nelson Nygaard, and YARD & Company.

Skills and Techniques

- Land Use Assessment
- Calibration of Development Standards and Regulations
- Transportation-Land Use Coordination
- Mixed-Use Standards
- Design Standards
- Main Street Standards

Project Overview

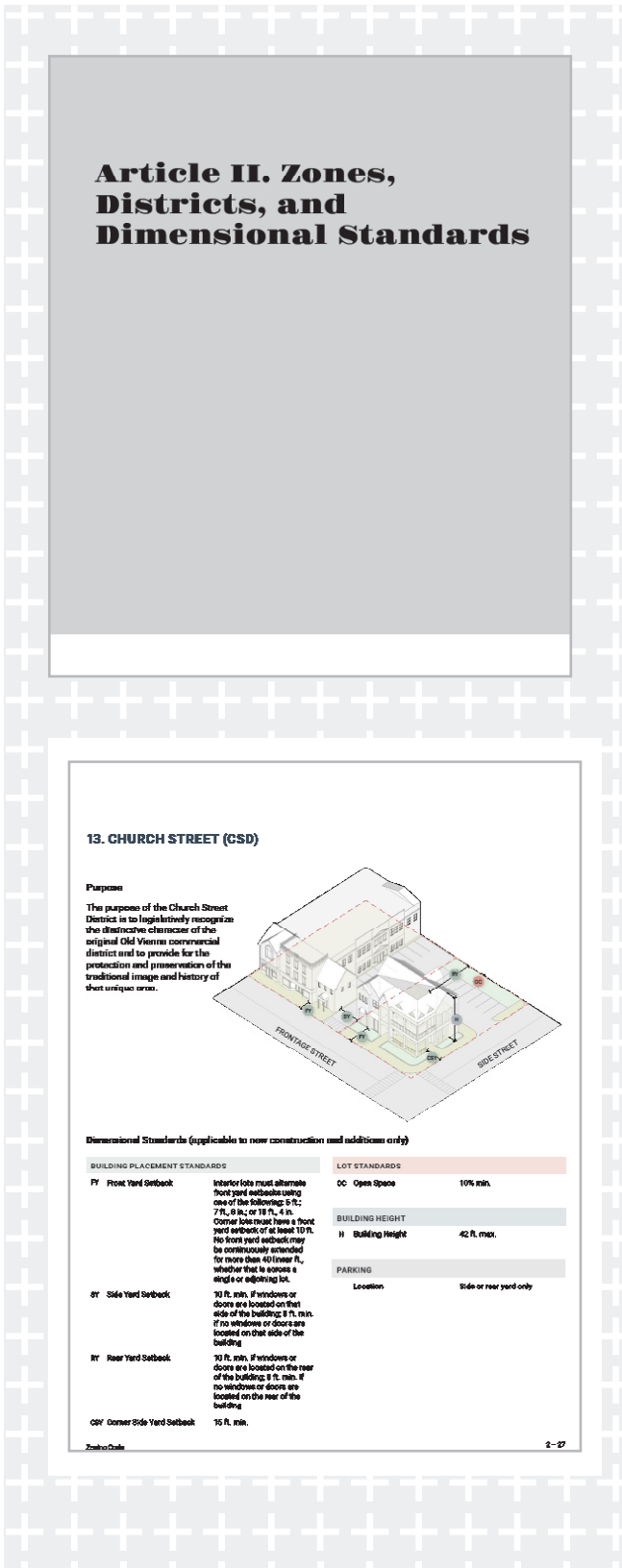
ZoneCo will clarify, simplify, and reorganize its subdivision and zoning ordinances so the regulations are logically organized and easy to understand through the use of plain language, charts, tables, and illustrations.

In addition, the subdivision and zoning ordinances will be updated so they are in compliance with State statutes, recent Supreme Court decisions with regards to sign regulations, and consistent with the Town’s Comprehensive Plan.

The update will address areas where the Code is silent and zoning determinations have been made over the years by the Town’s zoning administrator, and where regulations are currently lacking, like for parking standards and definitions for all uses.

Project Reference

David Levy, AICP
 Director of Planning & Zoning
 127 Center St S
 Vienna, VA 22180
 (703) 255-6341
 david.levy@viennava.gov



SOUTH BEND, INDIANA

Form-Based Code

Project Scope

Peer review services were provided for the re-write of the Zoning Ordinance.

Skills and Techniques

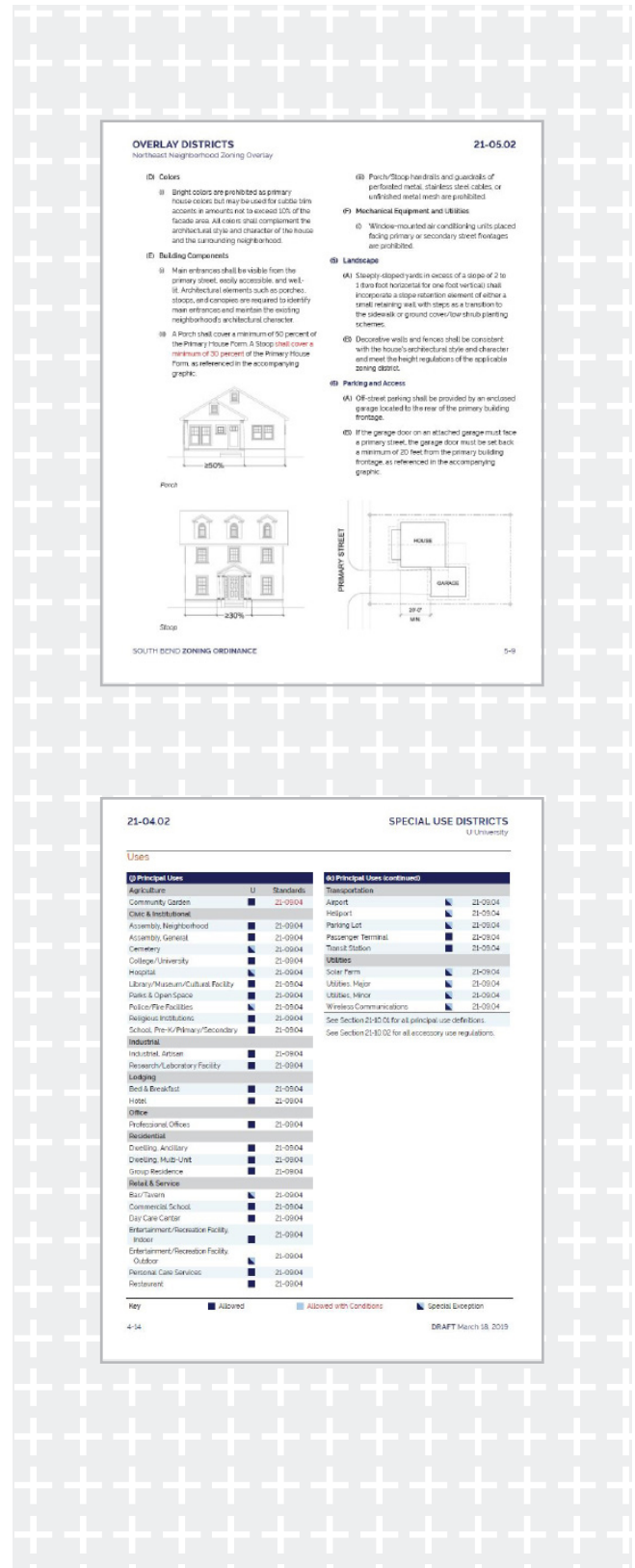
- Signage Standards
- Special Districts
- Overlay Districts
- Standard Districts
- Form-Based Standards
- Mixed-Use Standards
- Building Standards
- Parking Standards
- Floodplain Standards

Project Overview

ZoneCo was hired to provide peer review services for the South Bend, Indiana zoning ordinance re-write. South Bend is seeking to craft a zoning code that provides flexibility while achieving the desired urban form. The code is highly visual, and ZoneCo helped to ensure that the code is facilitating the community vision while checking for compliance with Indiana statutes.

Project Reference

Michael Divita, AICP
 Principal Planner
 227 W. Jefferson Blvd., Suite 1400S
 South Bend, IN 46601
 (574) 235-5843
 mdivita@southbendin.gov



HUNTSVILLE, ALABAMA

Zoning Code Update and Special Corridor Zones

Project Scope

ZoneCo and NV5 were hired to update the Huntsville, Alabama zoning code as the City experiences rapid growth and investment (2021 to Present).

Skills and Techniques

- Zoning Diagnostic Report
- Assessment of Growth Projections
- Corridor Growth Strategies
- Form-Based Standards
- Mixed-Use Standards
- Parking Standards
- Complex Employment and Industrial District Standards

Project Overview

Following a robust and innovative update of the City's Comprehensive Plan, ZoneCo was hired to undertake a code update for the City of Huntsville.

Huntsville is experiencing rapid growth and investment. They have a robust research and development sector, along with government services. The current zoning is not facilitating growth in an effective way. ZoneCo created tailored corridor standards that will facilitate mixed-use development and residential development that fosters human-oriented design that can provide additional housing units while also ensuring that design can create a more intimate environment within corridors.

Project Reference

Dennis Madsen
 Manager of Urban & Long Range Planning
 308 Fountain Circle, Huntsville, AL 35801
 (256) 427-5100, Email: Dennis.Madsen@HuntsvilleALgov




Figure 7: Illustration showing the landscaped linear mound, with placement of trees and other vegetation forming a buffer between the arterial road (on the right of the figure) and the Tier 1 area (buildings).




Figure 8: Illustration showing the landscaped area between the landscaped linear mound and the Tier 1 area (buildings). This area contains a multi-use path of at least 15 feet in width, intended for use by pedestrians and bicyclists and contributing to the buffering of the arterial road.




Figure 11: Illustration showing the Tier 2 area (colored buildings) in relation to the Tier 1 area (white buildings to bottom right) and the Tier 3 area (to the upper left).

Section 4.02 - Introduction to Tiers

A. Development sites within the Corridor District and the Village District shall be comprised of modular components called Tiers in combination with modular street and alley components.

Page 18 of 43 Huntsville, AL, Zoning Ordinance (DRAFT ADDITIONS)

B. Depth and Width. A Tier 2 area is comprised of a linear strip of land 100-300 feet in depth and running the full width of the development site, except where intersected by streets perpendicular to the Tier 2 area.

C. Lots. Any lot created in a Tier 2 area, whether through subdivision or consolidation, shall comply with the following lot standards.

| Lot Standards for Tier 2 | |
|--------------------------|---|
| Lot Area | 1,000 sq. ft. min. and 5 acres max. |
| Lot Frontage | No lot may be created that does not front a public right-of-way unless a permanent access easement provides access to the public right-of-way |
| Lot Depth | N/A |

D. Development Standards. Any building erected in a Tier 2 area shall comply with the following development standards.

| Development Standards for Tier 2 | |
|----------------------------------|---|
| Front Yard | 0 ft. min. and 20 ft. max. from any street right-of-way |
| Side Yard | For a side that does not abut a residential district: 0 ft. min. and 20 ft. max. For a side that abuts a residential district: 15 ft. min. and 20 ft. max. Note that this regulation does not replace any applicable minimum setbacks required by the building code. |

Page 24 of 43 Huntsville, AL, Zoning Ordinance (DRAFT ADDITIONS)

REYNOLDSBURG, OHIO

Zoning Code Update

Project Scope

A modernized, streamlined, and updated zoning code.

Skills and Techniques

- Full Code Diagnostic
- Calibration of all Regulations and Standards
- Old Towne District Infill Analysis
- Development Pattern Districting
- Form-Based Coding
- Recommendations and Considerations for Suburban Retrofit
- Presentations at all Adoption Meetings

Project Overview

In 2018, Reynoldsburg, Ohio retained ZoneCo and OHM Advisors to re-write the City's Planning and Zoning Code. Prior to this, OHM Advisors completed an update of the Comprehensive Plan which sets new goals for the City for the next 10 to 20 years. The land use goals of the plan relate strongly to the East Main Street Corridor, strengthening Olde Reynoldsburg, and promoting economic diversity and economic development. The final code facilitated the community vision for key character areas while streamlining the code and attracting new investment.

Project Reference

Andrew Bowsher

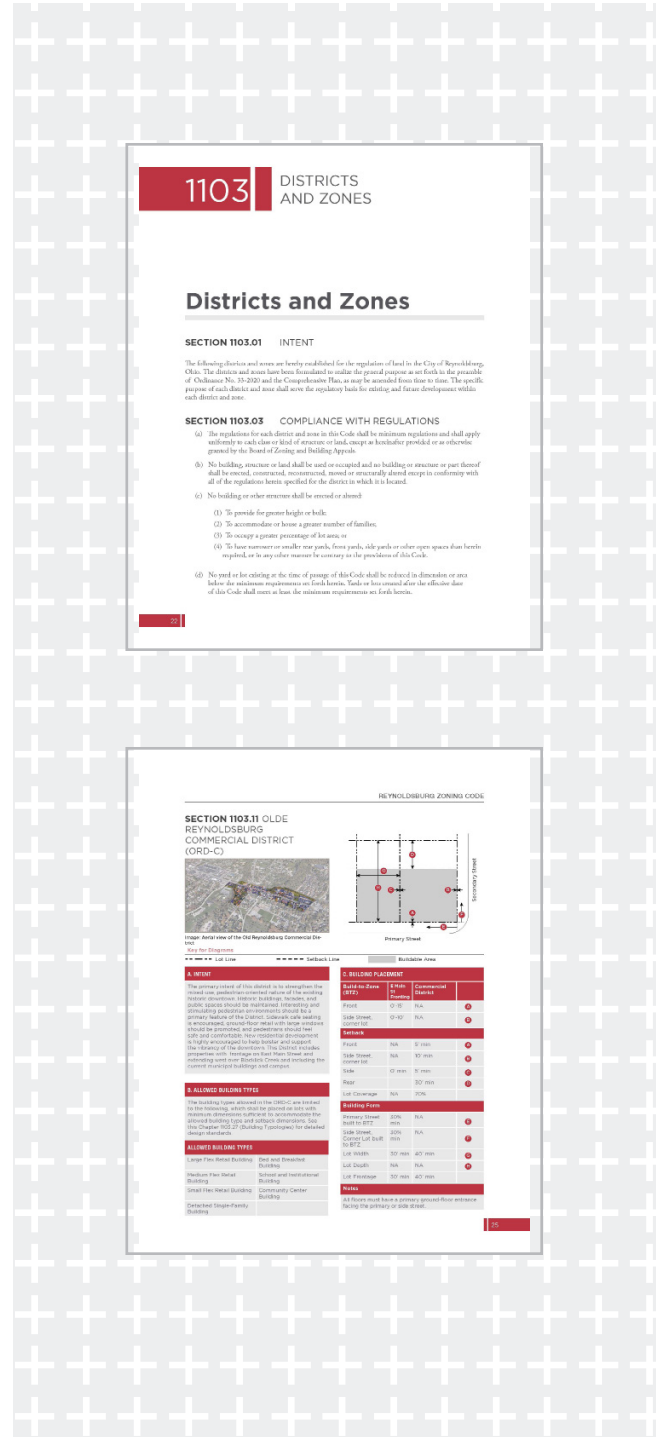
Former Development Director now City Manager in Sidney, Ohio where ZoneCo also did a code update

201 W Poplar Street

Sidney, OH 45365

(937) 498-8110

abowsher@sidneyoh.com



DORMONT, PENNSYLVANIA

Development Code Update

Project Scope

A modern, streamlined, and updated Zoning Ordinance, with transit-oriented and form-based elements.

Skills and Techniques

- Transit-Oriented Standards
- Full Code Diagnostic
- Calibration of Development Standards and Regulations
- Form-Based Standards
- Mixed-Use Standards
- Design Standards
- Development Pattern Districting
- Floodplain Standards
- Visual Urban Dictionary

Project Overview

The Borough of Dormont, Pennsylvania, has engaged the team of ZoneCo and YARD & Company to help modernize its zoning ordinance. As one of Pittsburgh's several transit-oriented inner ring suburbs, Dormont seeks to build on the momentum created by recent regional transit-oriented development planning efforts. The team crafted a development code that not only allows for context sensitive infill development and adaptive reuse but enables the Borough to capitalize on several light rail stations and bus stops. The process includes active engagement and education; the testing of new ideas and zoning concepts to determine the most appropriate content; and a user-friendly tool to guide growth.

Project Reference

Benjamin Estell
Borough Manager
1444 Hillside Avenue, Pittsburgh, PA 15216
(412) 561-8900
bestell@boro.dormont.pa.us



WHITEHALL, OHIO

Zoning Code Update

Project Scope

ZoneCo and OHM advisors collaborated on an update to the Whitehall zoning code.

Skills and Techniques

- Full Code Diagnostic
- Calibration of all Regulations and Standards
- Form-Based Standards
- Development Pattern Districting
- Mixed-Use Zoning
- Housing supply-oriented reforms
- Assessment of desired gateway design

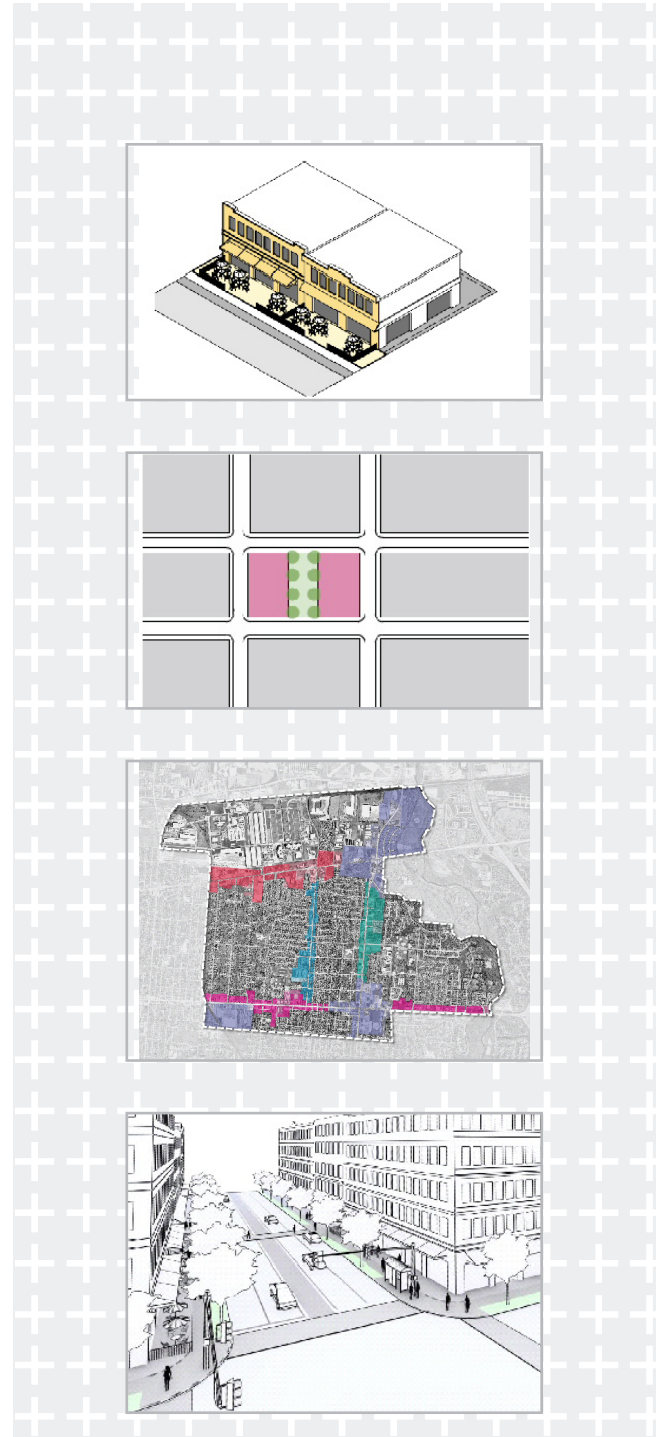
Project Overview

In 2022, OHM and ZoneCo partnered to modernize and update Whitehall's zoning code. There are several key gateways where the City wanted to facilitate high quality development, a mixed-use environment, and greater capacity for density. The final product is a form-base code that is facilitating substantial development in Whitehall.

The code is graphically rich and form based standards were developed for frontage types, community space, building types, and signage.

Project Reference

Zach Woodruff
Former City Manager of Whitehall
zwoodruff@csc.edu
(614) 287-5604



Samples of ZoneCo's Adopted Codes (linked)

Please find the full Vienna, VA Zoning Code here:

<https://www.viennava.gov/home/showpublisheddocument/4738/638578572795470000>

Please find the South Bend, IN Zoning Regulations here (ZoneCo Subconsultant):

<https://docs.southbendin.gov/WebLink/0,0/fo/291740/Row1.aspx>

Please find the full Gaithersburg, MD Zoning Code here:

<https://www.gaithersburgmd.gov/home/showpublisheddocument/13721/638579262202670000>

Please find the full Reynoldsburg, OH Zoning Code here:

<https://publizr.com/reynoldsburg/reynoldsburg-zoning-code?html=true#/0/>

Please find the Dormont, PA Development Code here:

http://boro.dormont.pa.us/wp-content/uploads/2021/05/20003-Code_Book-5_6_21.pdf

Please find the Bowling Green, OH Zoning Code Update here:

<https://www.bgohio.org/DocumentCenter/View/4313/Zoning-Code---Effective-July-12-2023-PDF>

Please find the full Sidney, OH Zoning Code here:

https://codelibrary.amlegal.com/codes/sidneyoh/latest/sidney_oh/0-0-0-47125

Please find the full Marysville, OH Zoning Code here:

https://www.marysvilleohio.org/DocumentCenter/View/4375/Marysville-Zoning-Code_Revised-as-of-111920

Please find the Winchester Winsted, CT Zoning Regulations here (Completed by Sean Suder):

https://www.townofwinchester.org/sites/g/files/vyhlf1461/f/uploads/zoning_regulations_-_approved_12_09_2019.pdf

SCOPE OF WORK* AND SCHEDULE

**Our team will tailor the following approach to meet the Village’s needs.*

+ PROJECT INITIATION & ORIENTATION (MONTHS 1-2)

Kick-Off Meeting (in-person). We will initiate the project with a kick-off meeting. At the kick-off, we will review project goals, timeline, work approach, the public outreach and engagement strategy, and the Village’s adoption process. Having full clarity around the adoption requirements up front will allow us to “walk back” deliverable due dates so that we can have the new Codes adopted within the desired timeline.

By way of a walking and driving tour, we will observe development patterns and natural features of the Village.

We will assess whether the Village would like to convene a Steering Committee, and what the composition of that body should be.

Plan/Data Review. We will undertake a robust review of existing planning documents, including the existing codes, Comprehensive Plan, and any other relevant plans or documents. If possible, the Village should provide an inventory of Village Board/Plan Commission decisions on planning applications.

Staff Feedback Form. We will distribute a feedback form to the Village’s professional planning and zoning staff to elicit information on those areas of the code that most need change or revision.

+ MODULE 1: DIAGNOSE (MONTHS 1-4)

Diagnostic Review and Report. We will review current planning practices and draft a report that outlines how the current zoning and subdivision provisions compare to the recommendations within the Comprehensive Plan. Our review and analysis will also focus on variances and applications for planning relief that are frequently sought and granted, which could indicate opportunities for streamlining the new Codes. We will furthermore review how zoning standards align with the actual built form in the Village.

Draft Table of Contents and Revised Zoning Districts. A draft Table of Contents and list of revised zoning districts for the new Code will be provided alongside the Diagnostic Report for review.

Draft New Zoning Districts will be developed through our thorough review of the Comprehensive Plan, our review of the existing codes, and our understanding of Village development patterns (drawing most heavily from the Plan).

Review of Draft Report. A draft of the report will be presented to Village staff and the steering committee in a virtual meeting. Comments from the session will be gathered, and appropriate changes to the report will be made.

Final Presentation of Diagnostic Report. A final draft of the

report will be presented to Village staff and Village Board during a virtual meeting (which would be open to the public).

Deliverable: The final Diagnostic Report with recommended updates/approaches for the Codes will be provided to the Village.

+ MODULE 2: CALIBRATE (MONTHS 4-8)

Base Regulations. Before any drafting begins, we will develop an inventory of existing use and development standards. We will then calibrate, adjust, or revise standards within the updated list of zones and districts. This permits the community to see existing standards alongside proposed changes in order to fully understand the scope and scale of proposed changes.

A public engagement session will be held to review the proposed changes.

Revising development, form, and use standards is a collaborative and iterative process. We will integrate public engagement in innovative ways that makes zoning accessible for the community.

Public Engagement. We will engage the public around new districts and zones, and communicate the justification for any changes proposed. Visuals will communicate ideas where possible.

Deliverable: Calibration tables

Meetings: One public forum to review base regulations/working calibration tables, which will be preceded by a virtual stakeholder input session.

+ MODULE 3: CODIFY (MONTHS 9-16)

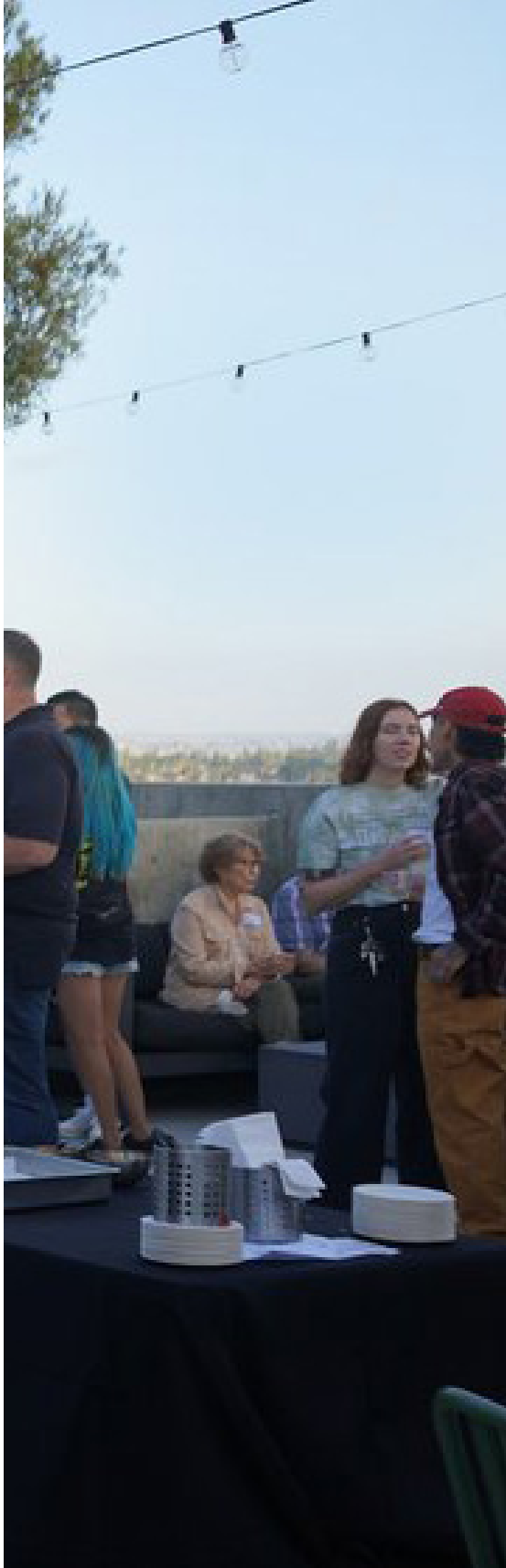
Code Language. During the codify module, we will take the updated standards and draft the new text of the Codes, ensuring coordination between the zoning and subdivision standards. ZoneCo will finalize the graphics, and undertake a legal review of the Codes. We will provide a version to staff for initial comments.

First Draft & Public Review Draft. When Village staff has reviewed all sections, we will have the first draft ready for public review. We will work with staff to coordinate the public forum to review the sections. We will create an inventory of feedback received during the forum and integrate it into the next draft of the document.

Final Draft. A public review draft will garner additional comments, after which we will produce a final draft of the Codes.

Deliverables: Three code drafts: internal review draft, public review draft, final draft

Meetings: Public meeting to review draft code



MODULE 4: ADOPT AND IMPLEMENTATION (MONTHS 16+)

Meetings: Presentation of Adoption Draft to the Village Board and/or Plan Commission (in-person).

Transfer of Files and Code Copies. Once the code is adopted, electronic files will be delivered to Village staff.

Deliverables: Adopted code

+ NOTES ON PUBLIC ENGAGEMENT

We think critically about how to engage communities around zoning. It is different from engagement for long-range plans. Additional focus should be placed on education and effectively communicating what zoning can and cannot affect. Further to this, innovative methods should be employed to translate zoning jargon into more accessible language, while relating it to everyday issues that are experienced within McFarland.

We developed a variety of innovative methods to build understanding around our projects, and zoning generally. For example, we created a visual urban dictionary, visual preference surveys, a zoning de-jargoning guide, and site-specific renderings to visually demonstrate proposed zoning changes, among many others.

This project should employ a combination of in-person and virtual engagement methods. In-person meetings are unparalleled for building understanding and trust, however, virtual meetings help busy families reduce the friction of distance while remaining informed and understanding exactly how and when their feedback will be integrated into the project.

Every zoning code engagement strategy should be tailored to the community, utilizing communication formats and methods that are already effective within the community.

PROJECT MANAGEMENT PLAN

Project Management Overview

Through our many zoning code projects, we have refined our approach to project management. In order to keep the project on-time and within budget while producing the highest quality work, it is imperative that expectations be set early and often within the project.

Our project managers employ Monday.com to provide a project dashboard, which ultimately provides transparency and clear understanding of project tasks. When there is a specific adoption date/month in mind, it's crucial to set the date in advance and work backward to have a clear understanding of when and how deliverables need to be completed. Further to this, it provides clarity on when engagement or public meetings will happen, when they need to be notified, and when meeting materials should be complete. This also ensures that staff has sufficient time to review deliverables prior to finalization.

The scope included in the project fee schedule provides hours devoted to bi-weekly meetings. These meetings provide an opportunity to connect about nuanced zoning/local issues and project due dates. Staff is charged with communicating project progress to public officials, and bi-weekly staff meetings in addition to the project dashboard provide this information with clarity and confidence.

Todd Kinsky has worked on many zoning code updates and has decades of planning leadership experience. Todd will be the Project Manager for this project, supported by additional ZoneCo staff. Sean Suder will be the Project Advisor, providing quality control and internal review for deliverables. Please find resumes for our key personnel on the following proposal pages.

The project schedule can be found on pages 16 and 17 alongside project tasks/phases.

Quality Control

Our staff is comprised of several high level former zoning administrators and consultants. Our specialization in zoning means that our staff is hyper-focused on zoning and subdivision codes and how to make them better. Further to this, we have several staff members with land use law experience. Each project has a built-in project advisor that reviews deliverables and provides feedback to the project manager.

The firm's legal experience also permits us to collaborate effectively and efficiently with in-house counsel, effectively integrate case law and state law into the document, and draft legally defensible code language.

Village Staff Commitments

The RFP does an effective job of laying out staff obligations. We aim to work as effectively and efficiently as possible with staff, including seeking their input for the following:

- Provide the consultant team with relevant information and documents, like past plans, relevant data, past issues with development, administrative challenges, issues with the code, mapping data, etc.
- Acting as a liason with the Village Board and Plan Commission
- Acting as a liason with the public, and utilizing existing lines of communication to provide the public with information (the consultant team will assist with messaging and materials)
- Review project deliverables in a timely manner



SEAN SUDER

PROJECT ADVISOR

ssuder@thezoneco.com

www.thezoneco.com

513.694.7501

1502 Vine Street, 4th Floor
Cincinnati, OH 45202

About

As a city planner and lawyer who has worked in both the private and public sectors, Sean combines his technical and practical knowledge and experience with innovative zoning methodologies. In his role as the City of Cincinnati's chief land use counsel, Sean served as lead counsel for the award-winning Cincinnati form-based code and historic preservation ordinances. He is a national authority on innovative zoning methods and practices, including Development Pattern Districting (DPD), our widely acclaimed intuitive zoning approach.

Education

Juris Doctor

University Of Virginia School of Law

Bachelor Of Urban And Environmental Planning

University of Virginia

Credentials

Leadership in Energy and Environmental Design Accredited Professional (LEED®AP)

Admitted to practice law in OH, KY, D.C.

Professional Associations

Congress for the New Urbanism

Form-Based Code Institute

Heritage Ohio

Urban Land Institute

American Planning Association

Past Experience

ZoneCo

Lead Principal and Founder (2016 - Present)

(Prior: Calfee Zoning, 2016-2020; Graydon Land Use Strategies, 2014-2016)
Sean consults with communities of all sizes on crafting zoning regulations that are consistent, clear, usable and defensible. As an experienced private sector land use lawyer with extensive local government experience, Sean brings a unique perspective and experience to zoning codes.

City of Cincinnati

Chief Counsel, Land Use and Planning (2010-2014)

As Chief Counsel for Land Use and Planning for the City of Cincinnati, Sean worked with a team of city staff, consultants, elected officials, and citizens to develop legally defensible zoning and land use regulations that reduced regulatory risk to property owners, increased certainty for the community, and reduced litigation risk and expense for the city. Sean served as lead counsel for Cincinnati's Historic Preservation Code (Winner of the 2012 Cincinnati Preservation Award), Cincinnati Land Development Code, which includes the City's first stream corridor protection overlay district, and Cincinnati Form-Based Code (Winner of CNU 22 Award), all of which was funded by a 2010 HUD Sustainable Communities Challenge Grant.

Adjunct Professor/Speaker/Author

Sean has served as an Adjunct Professor of Land Use Law at the University of Cincinnati College of Law and has spoken at planning conferences across the country.

Relevant Project Experience

Sean served as project manager for the following comparable projects:

- Reynoldsburg, OH: Zoning Code Update
- Dortmund, PA: Zoning Code Update
- Bowling Green, OH: Gateway District / Code Re-write
- South Bend, IN: Zoning Code Peer Review Services
- North Canton, OH: Main Street Districts Development and Full Zoning Code Re-Write
- Vienna, VA: Zoning And Subdivision Code Update
- Kent County, MD: Land Use Ordinance Update
- Gahanna, OH: Zoning Code Update
- Sidney, OH: Zoning Code Update
- Germantown, TN: Zoning Code Audit
- Avondale Estates, Ga: Zoning Code Audit
- Westerville, OH: Legal Counsel And Subsequently Retained As Project Manager
- Winchester/Winsted, CT: Zoning Ordinance Update
- Litchfield, CT: Zoning Ordinance Update



TODD KINSKEY

FAICP, PROJECT MANAGER

About

A professional urban planner and public administrator who has dedicated his career to serving local governments - the majority of that time was spent in senior leadership positions. He has a proven record as a dedicated leader who always strives for excellence, promotes teamwork, and facilitates change in a collaborative manner.

Expertise

- Zoning Administration, Amendments, and Code Updates
- Site Plan & Zoning Compliance Review
- Local Government Policies & Procedures
- Staff Management & Supervision
- Public Budgeting & Financial Management
- Project Management
- Building & Development Processes
- Land Use & Comprehensive Planning
- Economic Development Incentives & Project Assistance
- Community Development Programs & Compliance
- Housing Policy & Programs

Education

**Bachelor Of Urban Planning,
Cum Laude**
University of Cincinnati

Credentials

In 2020, Todd was inducted into the American Institute of Certified Planners (AICP) College of Fellows - FAICP

Past Experience

ZoneCo

Project Manager (2024- Present)

Todd applies extensive zoning and legislative experience to managing zoning code updates at ZoneCo.

City of Dayton, OH

Director- Dept. of Planning, Neighborhoods & Development/ Dept of Planning & Community Development (2018 - Present)

Todd oversaw the daily operations of the Department of Planning, Neighborhoods & Development (102 employees) and its seven Divisions including: Planning, Community Engagement, Economic Development, Community Development, Housing & Inspections, Building Services, and the Dayton Mediation Center. He was responsible for an annual budget of approximately \$11M in operating funds and more than \$45M in special projects and grant funds. Todd's leadership was responsible for numerous innovative, activating projects throughout Dayton and the region.

Hamilton County, OH

Director- Dept. of Planning + Development (2013-2018)

Todd oversaw the daily operation of the Department (75+ employees) and its five Divisions: Community Planning, Community Development, Development Services, Building + Inspections, and Stormwater + Infrastructure. Todd was responsible for budget preparation and oversight, contract negotiations, County Commissioner project response and general oversight and coordination of all activities of the Department.

Relevant Project Experience

- Dayton Forward Comprehensive Plan, 2023
- Dayton Zoning Code Revision Team, 2018 to present
- Dayton Recovery Plan (ARPA) Project, 2022 to present
- Dayton Neighborhood Vision Plans (UDA as consultant), 2019-2022
- Downtown Dayton Streetscape Guidelines & Corridor Plan, 2020
- City of Dayton Opportunity Zone Project, 2018-2019
- Dayton Riverfront Plan, 2018
- Dayton Arcade Redevelopment Team, 2018 to present
- Dayton Housing Policy Project, HUD Grant, 2022-2023
- Hamilton County Subdivision Regulations Update, 2015
- Cincinnati/Hamilton County Water Contract Negotiations, 2015-2018
- Hamilton County New Website Project Leader, 2015-2017
- Hamilton County Thoroughfare lan Update, 2015-2017
- Hamilton County Landbank Launch Team, 2010-2013
- Hamilton Co. 2013 (Comprehensive Economic Development Strategy) CEDS, 2012-2013
- Hamilton County Transportation Policy Plan, 2009-2010
- Hamilton County Government Cooperation & Efficiency Project, 2008-2011
- Zoning Code Rewrites: Hamilton County, Village of Greenhills, Village of Fairfax, Elmwood Place, Crosby Twp, North Bend
- Comprehensive Plans: Dayton Hamilton County, Village of Fairfax, Greenhills, City of Trenton



NOLAN NICAISE

PROJECT MANAGER

URBAN & ENVIRONMENTAL PLANNER, DIRECTOR OF INNOVATION, AICP

About

Nolan is an urban planning, environmental science, and policy professional. He has worked as a planner, scientist, environmental policy specialist, higher education program administrator, lecturer, consultant, research assistant, and leader.

He holds an MA degree in Urban and Environmental Policy and Planning from Tufts University and a BS degree in Biology from the University of Dayton, where he focused on water science.

Education

MA, Urban and Environmental Policy
Tufts University

BS, Biology, Summa Cum Laude
University of Dayton

Professional Associations

Congress for the New Urbanism

Indiana Sustainability Development Network

Urban Land Institute

Past Experience

ZoneCo

Urban & Environmental Planner (2020-Present)

Nolan combines real-world planning experience with a depth of knowledge about environmental policy. Additionally, Nolan has excellent composition, mapping, and long-range planning acumen. He has a range of experience across the Midwest, including public sector experience, which means he understands the complexity of administering a zoning code.

Planning and Development Services of Kenton County Planner (2020)

Prior to joining ZoneCo, Nolan received public sector experience in Kenton County, Kentucky. He was engaged in a variety of planning activities for smaller municipalities within Kenton County, including zoning administration, mapping, and long-range planning.

Parsons Corporation

Planner & Environmental Scientist, (2017-2019)

Nolan evaluated environmental impacts of proposed pipeline construction projects, coordinate with local, state, and federal officials to determine environmental permitting requirements, prepare and submit permit applications to governmental agencies, and inspect construction sites to ensure compliance.

He specialized in stormwater regulations and site design (stormwater pollution prevention plans, as part of the National Pollutant Discharge Elimination System), threatened and endangered species protections, and dredge and fill activity permitting (Clean Water Act Section 404).

Nolan provided scientific monitoring support for environmental remediation sites, such as oil terminals and industrial landfills. He regularly coordinated with state environmental protection agencies, state departments of natural resources, local soil and water conservation districts, and the US Army Corps of Engineers.

Relevant Project Experience

- Portsmouth, OH: Full Zoning Code Re-write
- Barbarton, OH: Full Zoning Code Re-write
- Purcellville, VA: Full Zoning Code Re-write
- Huntsville, AL: Full Zoning Code Re-write
- Springfield, OH: Full Zoning Code Re-write
- Lafayette, CO: Full Zoning Code Re-write
- Garfield Heights, OH: Full Zoning Code Re-write
- Charles County, MD: Full Zoning Code Re-write
- Stow, OH: Zoning Diagnostic Report
- Bowling Green, OH: Zoning Code Re-Write
- Sidney, Ohio: Full Code Re-write
- Vienna, VA: Zoning And Subdivision Code Update
- Kent County, MD: Land Use Ordinance Update
- Plain City, OH: Zoning Code Update
- Gahanna, OH: Zoning Code Update



RHYS WILSON

SENIOR CITY PLANNER, PROJECT MANAGER

About

Rhys is an experience drafter of zoning codes, having focused on this vocation from both the public and private sectors. He has a depth of zoning code consulting experience and he is adept at navigating multi-faceted zoning issues with knowledge, attentiveness, and creativity. Rhys has managed dozens of zoning code update projects and excels at organized, transparent, and client-oriented project management. Rhys is passionate about zoning as a means to create walkable, livable, well-designed, equitable, healthy communities.

Education

Master of City and Regional Planning
University of Oklahoma

Bachelor of Arts: Political Science and Geography

University of Oklahoma

Professional Associations

American Planning Association
Urban Land Institute

Past Experience

Freese and Nichols, Inc.
Planning Consultant | Urban Planner (2022 - 2024)

Freese and Nichols, Inc. is an engineering and land development firm, including an urban planning and design group responsible for long-range and special area planning, land use regulation drafting, and on-call planning services.

Rhys was an urban planner and code drafter, focused on preparing zoning, subdivision, and development regulations, serving as a lead project planner, and assistant project manager.

White and Smith, LLC
Urban Planner, (2019 - 2022)

Served as a city planner, code drafter, and urban designer for the firm's clients, specializing in development regulations (with a specific concentration in preparing use standards and parking regulations), code graphics (two- and three-dimensional graphics in Adobe Creative Cloud and SketchUp), special research reports, and facilitation skills. Rhys' services were used in more than 22 jurisdictions in 13 states, including 4 Texas cities (Amarillo, Lubbock, San Antonio, and Laredo).

City of McKinney, TX
City Planner, (2018 - 2019)

The Planning Department is located within the City of McKinney's Development Services Division, which houses more than 14 full-time staff members. This department provides current, long-term, and infrastructure planning and development services to a rapidly growing community of 190,000 residents. Rhys worked within the Department's Development Review Division, which is responsible for aligning new development with the City's Comprehensive Plan goals.

Zoning Code Project Experience

- Plano, TX
- Shawnee, OK
- Edmond, OK
- Georgetown, TX
- Anna, TX
- Hunt County, TX
- Cleburne, TX
- McAllen, TX
- Fairview, TX
- Abilene, TX
- Newcastle, OK
- Stillwater, OK
- Bella Vista, AR
- Hunt County, TX
- Victoria, TX
- Tomball, TX
- Hutto, TX
- Grapevine, TX
- Prosper, TX
- Allen, TX
- Las Cruces, NM



JOCELYN GIBSON

LEAD PRINCIPAL

About

Jocelyn has always been passionate about zoning as a vehicle for bringing about change in the built environment. As a City Planner in the public sector, she took special interest in Zoning Hearings and the every day development decisions that lead to profound change over time. She has both public and private sector code writing and planning experience, supplemented by private sector real estate experience.

Education

Masters of Community Planning
University of Cincinnati

B.A. International Affairs
University of Cincinnati

Professional Associations

Congress for the New Urbanism
American Planning Association

Past Experience

ZoneCo, Senior Consultant and Planner (2018-Present, Formerly called Calfee Zoning)

Jocelyn brings both private and public sector experience in the areas of urban planning and corporate real estate. Jocelyn is a perfect fit with ZoneCo due to her passion for zoning as a way to bring long-range planning visions into reality. Her cross-section of urban planning with real estate experience ensures that she is attentive to the needs of both the community, its people and their quality of life, and also the needs of businesses and institutions.

CBRE Group

Senior Client Strategy & Consulting Analyst (2015-2018)

In her role with CBRE, Jocelyn evaluated the real estate portfolios of large corporate clients in an effort to optimize their real estate expenditure across the globe. She helped clients visualize portfolios, expenditure and potential savings in unique and accessible ways. Jocelyn has worked with industrial, commercial and office real estate portfolios. She utilized mapping and analytics tools to evaluate locations, consolidations, and workspace planning. Her clients included several Fortune 500 companies.

City of Cincinnati

City Planner (2013-2015)

Jocelyn served as a City Planner with the City of Cincinnati during the final stages of completion of the award-winning Comprehensive Plan, the creation of the City's award-winning Form-Based Code, and the creation of the City's Land Development Code. Jocelyn participated in all of these efforts, in addition to regular recommendations and presentations to the City Planning Commission and City Council. Jocelyn also gave zoning recommendations to the City's Zoning Hearing Examiner.

Relevant Project Experience

Rockville, MD: Zoning Ordinance Update

Evanston, IL: Zoning Equity Diagnostic

Bowling Green, OH: Gateway District Development And Subsequently Retained For A Full Zoning Code Re-Write

North Canton, OH: Main Street Districts Development

Orange Township: Zoning Diagnostic and Code Update

Lexington, KY: New Circle Road Land Use Analysis

Sidney, OH: Zoning Code Update

Westerville, OH: Code Re-Write

Greenwood, IN Code Re-Write

City of Cincinnati Land Development Code (while working in city government)

City of Cincinnati Form-Based Code (while working in city government)

PROJECT FEE SCHEDULE

| Task | ZoneCo | | | | Per Task Cost |
|---|--------|-------|-------|--------|-----------------|
| | PM | Pl. | PE | Jr. Pl | |
| | \$210 | \$175 | \$250 | \$125 | |
| Project Kick-Off | | | | | |
| Virtual meeting for team introduction | 1 | 1 | 1 | 1 | \$760 |
| Coordination of in-person kick-off meeting and transfer of data and files | 2 | | | | \$420 |
| Kick-off meeting, in-person, includes travel and preparation | 16 | | | | \$3,360 |
| Diagnostic Module | | | | | |
| Comparison/Analysis of existing codes vis-a-vis updated Comp Plan | 4 | | | 3 | \$1,215 |
| Development suggested new zoning districts and table of contents, including new conceptual map | 8 | | | 5 | \$2,305 |
| Develop Diagnostic Report and annotated table of contents | 20 | | | 3 | \$4,575 |
| Revise Diagnostic Report based on staff feedback | 4 | | | | \$840 |
| Finalization of Diagnostic Report/New Districts/Table of Contents | 4 | 1 | | | \$1,015 |
| Meetings/Administrative time throughout this Module | 2 | | | | \$420 |
| Calibration Module | | | | | |
| Bi-weekly staff meetings for information and review, includes preparation (Steering Committee meetings can be substituted to provide project updates) | 8 | | | | \$1,680 |
| Draft calibration table (Calibration to include calibration of district standards, parking, and signage) | 35 | | 4 | 4 | \$8,850 |
| Revisions to calibration table | 6 | | | | \$1,260 |
| Public discussion of calibration tables and draft solutions corresponding to issues identified in the Comprehensive Plan (1 in-person meeting) | 30 | | | 30 | \$10,050 |
| Finalization of calibration table | 8 | | | | \$1,680 |
| Meetings/Administrative time throughout this Module | 2 | | | | \$420 |
| Codification Module | | | | | |
| Chapter-by-chapter delivery of the zoning code, updated zoning map | 100 | 8 | 8 | 16 | \$26,400 |
| Bi-weekly staff meetings for information and review, includes preparation (Steering Committee meetings can be substituted to provide project updates) | 8 | | | | \$1,680 |
| Meeting to update public officials regarding districts/zones update (virtual, includes preparation, drafting of accompanying documents) | 8 | | | | \$1,680 |
| Graphics for code update | | | | 21 | \$2,625 |
| Code formatting (as one line item, although task will be ongoing) | 5 | | | 8 | \$2,050 |
| Chapter-by-chapter revisions, finalization of zoning map with staff | 16 | 3 | | 8 | \$4,885 |
| Public open house to review zoning code draft | 30 | | | 30 | \$10,050 |
| Final Code revisions | 20 | | | 10 | \$5,450 |
| City code adoption process (two in-person meetings) | 28 | | | | \$5,880 |
| Meetings/Administrative time throughout this Module | 2 | | | | \$420 |
| Project Total | | | | | \$99,970 |

PROJECT FEE SCHEDULE

| Task | ZoneCo | | | | Per Task Cost |
|---|-------------------------------------|-------|-------|--------|---------------|
| | PM | Pl. | PE | Jr. Pl | |
| | \$210 | \$175 | \$250 | \$125 | |
| Project add-ons | | | | | |
| Additional Steering Committee Meeting (includes preparation) | 2 | | | | \$420 |
| Additional in-person public engagement | 30 | | | 30 | \$10,500 |
| Additional virtual public engagement/forum (includes preparation) | 5 | | | 2 | \$1,300 |
| Additional virtual update to Plan Commission, or Village Board (includes preparation) | 6 | | | | \$1,260 |
| Additional in-person update to Plan Commission or Village Board (includes travel and preparation) | 16 | | | | \$3360 |
| Virtual focus group meetings (per meeting, includes preparation) | 3 | | | | \$630 |
| Fixing issues or errors in zoning map which precede this project | <i>TBD based on scope of issues</i> | | | | |

ADDENDUM 1

Please accept the following addendum as an amendment to ZoneCo, LLC's original proposal.

ZoneCo, LLC is providing the fee schedule on the following pages to better meet the needs of the City.

We look forward to further discussing our proposal. Do not hesitate to reach out if there are questions or feedback.

PROJECT FEE SCHEDULE

| Task | ZoneCo | | | | Per Task Cost |
|---|--------|-------|-------|--------|---------------|
| | PM | Pl. | PE | Jr. Pl | |
| | \$210 | \$175 | \$250 | \$125 | |
| Project Kick-Off | | | | | |
| Virtual meeting for team introduction | 1 | 1 | 1 | 1 | \$760 |
| Coordination of in-person kick-off meeting and transfer of data and files | 2 | | | | \$420 |
| "Kick-off and PC Meeting #1: Kick-off meeting, in-person, includes travel and preparation -We will a lot four hours for meetings plus a Village tour. We will meet with staff, and the Planning Commission." | 16 | | | | \$3,360 |
| Diagnostic Module | | | | | |
| Comparison/Analysis of existing codes vis-a-vis updated Comp Plan | 4 | | | 3 | \$1,215 |
| Development suggested new zoning districts and table of contents, including new conceptual map | 8 | | | 5 | \$2,305 |
| Develop Diagnostic Report and annotated table of contents | 20 | | | 3 | \$4,575 |
| Revise Diagnostic Report based on staff feedback | 4 | | | | \$840 |
| Finalization of Diagnostic Report/New Districts/Table of Contents | 4 | 1 | | | \$1,015 |
| Two meetings with staff to discuss deliverables, to be scheduled as necessary within this module | 2 | | | | \$420 |
| Calibration Module | | | | | |
| Two meetings with staff to discuss deliverables, to be scheduled as necessary within this module | 2 | | | | \$420 |
| PC Meeting #2: Virtual meeting with Plan Commission to discuss strategy for calibration- This could also be a joint session whereby other Committees are invited to attend and have discussions. | 3 | | | | \$630 |
| Draft calibration table table (Calibration to include calibration of district standards, parking) | 35 | | 4 | 4 | \$8,850 |
| Revisions to calibration table | 6 | | | | \$1,260 |
| Three virtual stakeholder meetings (includes preparation) | 8 | | | | \$1,680 |
| Public Meeting #1: Public discussion of calibration tables and draft solutions corresponding to issues identified in the Comprehensive Plan (1 in-person trip) | 30 | | | 30 | \$10,050 |
| PC Meeting #3: Virtual meeting with Plan Commission - This could also be a joint session whereby other Committees are invited to attend and have discussions. | 3 | | | | \$630 |
| Two meetings with staff to discuss final calibration table, to be scheduled as appropriate | 4 | | | | \$840 |
| Finalization of calibration table | 8 | | | | \$1,680 |
| Administrative time throughout this Module | 2 | | | | \$420 |
| Codification Module | | | | | |
| Chapter-by-chapter delivery of the zoning code, updated zoning map | 100 | 8 | 8 | 15 | \$26,275 |
| Bi-weekly staff meetings for information and review, includes preparation | 8 | | | | \$1,680 |

PROJECT FEE SCHEDULE

| Task | ZoneCo | | | | Per Task Cost |
|---|-------------------------------------|-------|-------|--------|------------------|
| | PM | Pl. | PE | Jr. Pl | |
| | \$210 | \$175 | \$250 | \$125 | |
| PC Meeting #4: Virtual meeting with Plan Commission - This could also be a joint session whereby other Committees are invited to attend and have discussions. (virtual, includes preparation, drafting of accompanying documents) | 8 | | | | \$1,680 |
| Graphics for code update | | | | 21 | \$2,625 |
| Code formatting (as one line item, although task will be ongoing) | 5 | | | 8 | \$2,050 |
| Three virtual stakeholder meetings (includes preparation - more hours of preparation assumed given that there is more content to review) | 12 | | | | \$2,520 |
| Chapter-by-chapter revisions, finalization of zoning map with staff | 16 | 3 | | 8 | \$4,885 |
| Public Meeting #2: Public open house to review zoning code draft | 30 | | | 30 | \$10,050 |
| PC Meeting #5: Virtual meeting with Plan Commission - This could also be a joint session whereby other Committees are invited to attend and have discussions. (virtual, includes preparation, drafting of accompanying documents) | 8 | | | | \$1,680 |
| Final Code revisions | 20 | | | 10 | \$5,450 |
| PC Meeting #6: City code adoption process (in-person) | 12 | | | | \$2,520 |
| PC Meeting #7: City code adoption process (virtual) | 4 | | | | \$840 |
| VB Meeting #1: Code adoption (in-person) | 12 | | | | \$2,520 |
| Administrative time throughout this Module | 2 | | | | \$420 |
| Project Total | | | | | \$106,565 |
| Project add-ons | | | | | |
| Additional Steering Committee Meeting (includes preparation) | 2 | | | | \$420 |
| Additional in-person public engagement | 30 | | | 30 | \$10,500 |
| Additional virtual public engagement/forum (includes preparation) | 5 | | | 2 | \$1,300 |
| Additional virtual update to Plan Commission, or Village Board (includes preparation) | 6 | | | | \$1,260 |
| Additional in-person update to Plan Commission or Village Board (includes travel and preparation) | 16 | | | | \$3360 |
| Virtual focus group meetings (per meeting, includes preparation) | 3 | | | | \$630 |
| Fixing issues or errors in zoning map which precede this project | <i>TBD based on scope of issues</i> | | | | |



Request For Proposals

Zoning and Subdivision Code Update

RFP Issuance Date: November 26, 2024

RFP Due Date: By 4:00 PM on January 17, 2025

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
Andrew.bremer@mcfarland.wi.gov

TABLE OF CONTENTS

Contents

| | | |
|------------|--------------------------------------|----|
| SECTION 1 | Purpose | 3 |
| SECTION 2 | History and Background..... | 3 |
| SECTION 3 | Project Objectives | 9 |
| SECTION 4 | Scope of Work..... | 11 |
| SECTION 5 | Deliverables..... | 14 |
| SECTION 6 | RFP Submittal Requirements | 14 |
| SECTION 7 | Evaluation Criteria..... | 16 |
| SECTION 8 | Method & Timeline of Selection | 17 |
| SECTION 9 | Terms and Conditions | 18 |
| SECTION 10 | RFP Exhibits..... | 19 |

SECTION 1 Purpose

The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified consultants who are interested in completing a comprehensive update of the Village’s Zoning Code ([Chapter 62](#) of the Municipal Code, including [Appendix B Minimum Landscaping Standards](#)) and Subdivision Code ([Chapter 56](#) of the Municipal Code).

The regulations must be aligned with the Village’s Comprehensive Plan, community vision and values, strategic priorities, and contemporary best practice, including but not limited to improving housing supply and affordability, advancing social equity, environmental sustainability and resiliency, reducing carbon emissions, promoting active mobility and future public transportation, enabling of positive public health outcomes, fostering economic prosperity, and improving municipal fiscal conditions. The code must improve the form and function of the built environment and be easily understandable and enforceable. The intent of this reform isn’t just to modernize the language and mechanics used in zoning, but the philosophy that underpins it as well.

There are select pieces of the code that have been modified more recently and that may persist with minor modification, however, there is broad recognition that the new codes should start from scratch. A proactive, intentional approach to development regulation is integral to our future as a thriving community that provides the top-tier services and desirable lifestyle that is socially equitable and ecologically and economically sustainable.

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, 2024 population of McFarland is estimated at 9,676 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, 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. The Village is not currently served by bus service; however, the City of Madison Matro Transit L Route travels through a portion of the Village.

Zoning Code

The Village first Zoning Code was adopted in 1967. The last comprehensive update to the Zoning Code was completed in 2003. While minor amendments to the Zoning Code have been adopted since 2003 to address specific issues, the Village desires to complete a comprehensive review and update. The Zoning Code is Euclidian in nature and contains design standards that are outdated, difficult to administer and often located in many different sections. The zoning code lacks options for diversifying the Village’s mix of housing types, mixed use developments, and supporting multi-

modal and sustainable features. The Village does not have extraterritorial zoning, and this project is not anticipated to include the creation of an extraterritorial zoning ordinance. The Village currently has the following Zoning Districts:

- A-1 Agriculture Transition
- CO Conservancy
- PD Planned Development
- PD-I Planned Development Infill
- R-1 Single Family Residence
- R-1A Single Family Residence
- R-1B Single Family Residence
- R-2 Single and Two Family Residence
- R-3 General Residence
- R-MH Manufactured Home Residence
- R-E Elderly Residence
- RH-1 Rural Homes
- C-G General Commercial
- C-P Commercial Park
- C-H Highway Commercial
- C-L Limited Commercial
- C-C Central Commercial
- M-IC Manufactured Intensive Commercial

In addition, there are a few parcels within the Village that have Dane County zoning designations, as administered by the Village. The zoning designations of these parcels have remained unchanged since their annexation. Through this project the Village expects to rezone them into one of the Village's zoning districts. A copy of the [Village Zoning Map](#) is available online.

- A-1 Exclusive Agriculture
- RH-4 Rural Homes
- FP-B Farm Preservation Business
- GC General Commercial

The Village also maintains four overlay zoning districts.

- Terminal and Triangle Design Overlay (TTDO). This overlay district follows the boundaries of the Village's 2005 Terminal and Triangle District Neighborhood Plan. Redevelopment District Plan No. 1 was adopted for this same planning area in 2010. The Village is currently completing a project to [update the Redevelopment District Plan No 1](#), which includes design standards for properties located within the planning area.
- Floodplain Overlay. The Village is currently working with the Wisconsin Department of Natural Resources to complete a comprehensive update to the Village's floodplain zoning regulations. This includes repealing Article 62-III from the Zoning Code and adopting a new Chapter within the Municipal Code for floodplain management. This project is anticipated to be completed by April 1, 2025, prior to the commencement of this project and therefore the consultant is not expected to have to update the Village's floodplain ordinance.
- Shoreland-Wetland Overlay. This district includes all wetlands in the Village which are five acres or more and which are within 1,000 feet of the ordinary high-water mark of navigable lakes, ponds or flowages or within 300 feet of the ordinary high-water mark of

navigable rivers or streams, or the landward side of the floodplain, whichever distance is greater. For properties annexed after May 7, 1982, the Village is required to apply the Dane County Shoreland Zoning requirements. Similar to the revised Floodplain Ordinance, consideration should be given through this project to adopting a revised Shoreland-Wetland Overlay district as a standalone chapter of the Municipal Code. The use of any model ordinance from the Wisconsin Department of Natural Resources can be considered for this portion of the project.

- Groundwater Protection Overlay. This plan was adopted in 2017 and includes the Village's existing wells and future Well #5 location.

The Village also maintains design guidelines for properties within Tax Increment District No. 4, Tax Increment District No. 5, and the East Side Neighborhood. These design guidelines have not been formally adopted as an overlay zoning district but are used by Village Staff and the Plan Commission when considering applications for Site Design Review. TID #4 includes portions of east Farwell Street and the Downtown area. Redevelopment District Plan No. 2 was adopted for this area in 2010 and is also currently being updated, including the development of design standards for properties located within the planning area. TID #5 includes properties along west Farwell Street and USH 51. The East Side Neighborhood includes those properties within the Village's 2023 East Side Plan.

In 2011, the Village adopted Appendix B, Village of McFarland Landscaping Standards as an amendment to the Municipal Code. This project includes review, revisions, and repeal and inclusion of Appendix B into the new Zoning Code.

In 2019, the Village became approved as a Certified Local Government (CLG) by the Wisconsin Historical Society. Amendments to the Village's Historic Preservation ordinance shall be consistent with maintaining the Village's CLG status, including use of any model ordinances from the Wisconsin Historical Society.

Subdivision Code

The Subdivision Code has not been substantially updated since the 1998 recodification of the Municipal Code of Ordinances. Similar to the Zoning Code, there are many sections within the Subdivision Code that are outdated and in need of comprehensive revision, including street, block, and lot design requirements and review procedures. The Village does maintain extraterritorial plat review jurisdiction within the Towns of Dunn and Pleasant Springs. This project should include extension of extraterritorial plat review for applicable portions of the Town of Cottage Grove.

A copy of the Village's current [Zoning Code](#) (Chapter 62), [Subdivision Code](#) (Chapter 56), and [Appendix B Landscaping Standards](#) can be found on the Village's Municipal website. A copy of the [Zoning Map](#) is also available on the Community & Economic Development Department website.

Project Supporting Plans

The Village most recently updated its Comprehensive Plan in 2017. Several sections of this plan support the purpose of this project including:

- Land Use Initiatives #3, Figure 4.2 (Volume II, page 43). Infill and Redevelopment Standards in Residential and Waterfront Settings.
- Economic Development Policy #1 (Volume II, page 50). *Maintain a business-friendly environment through customer service, streamlined development approvals, fair and reasonable zoning standards, and development incentives where advancing the vision of this and other Village plans.*
- Economic Development Policy #6 (Volume II, page 50). *Consistently apply non-residential design standards from the Village's zoning ordinance and Village plans to maximize tax base growth, improve community aesthetics, and enhance McFarland as a location for higher-end non-residential development.*
- Housing and Neighborhood Initiative #3, Invest in and Maintain Existing Neighborhoods (Volume II, page 69). *The Village will review its setback and other standards in zoning districts in older sections to assure they do not unnecessarily stymie home improvements.*
- Utilities and Community Facilities Policy 8 (Volume II, page 71). *Enforce progressive storm water management practices through zoning and subdivision approvals to protect water quality, minimize runoff, and promote infiltration.*

Other relevant plans and studies include:

- 2024 Redevelopment District 1 Plan Update (in progress)
 - Chapter 4, Development Standards, Zoning (page 32).
 - *R-3. This District Plan recommends residential/mixed use developments that range from 25-40 units per acre. Residential in this zoning district permits up to 8 units per acre and conditionally approves up to 15 units per acre. This requires planned development district to achieve the vision in the plan, resulting in added costs, process and administration. Density allowances should be reconsidered.*
 - *C-G: Residential (R-2 & R-3) are conditional approved uses, and the maximum density allowed by right is 8 units per acre up to 15 units per acre through conditional use permit. This Plan presents residential densities in the range of 25-50 units per acre. Residential should be allowed by right on upper floors per densities that are appropriate to the specific areas.*
- 2024 Redevelopment District 2 Plan Update (in progress)
 - Chapter 4, Development Standards, Zoning (page 32).
 - *The current density standards in the Village's R-3 General Residence District may be too low to support sustainable and economically feasible multi-family development. Recent redevelopment projects in the*

Downtown area have had to utilize Planned Unit Development Zoning which adds costs, process, and administration.

- *C-G / C-C: Residential (R-2 & R-3) are conditional approved uses, and the maximum density of 15 units per acre is too restrictive for the downtown given the smaller lot sizes. Residential should be allowed by right on upper floors per densities that are appropriate to the specific areas.*
 - *C-G: The front yard setback requires 25 feet, while proposed design standards suggests having a setback between 10ft and 25ft in the transitional areas. To achieve the desired vision for the corridor, this requirement should be amended for the specific area along Farwell Street.*
 - *Action A.2 (page 50). Appendix D of this Plan provides a design standards handbook that can inform, guide and regulate development per the vision of the district. The Village's zoning map and ordinance should be amended to include a design overlay district that encompasses the entire study area, referring to the application and review process within the administrative section of the Design Standards Handbook. If/when the Village completes a full Village-wide Zoning rewrite these standards could be codified into the zoning ordinance.*
- **2023 East Side Plan:**
 - *Chapter 2, Policy 1.5 (page 26). The Village encourages developments that incorporate "missing middle" (3- to 8-unit buildings) development types supporting both rental and homeownership.*
 - *Chapter 2, Urban Design Action #2 (page 42). Update the Village Zoning Code to implement the recommendation in this Plan and the McFarland Housing Assessment, including consideration of the following:*
 - *Codifying the design guidelines, especially the Compatibility Guidelines*
 - *Conditionally allow triplex and fourplex in R-2 zoning district per the policies of this plan.*
 - *Permit accessory dwelling units (ADUs) in all residential districts.*
 - *Allow Cottage Courts either through Planned Development or conditionally in R-3.*
 - *Chapter 4, Public Streets (pages 71-73). Includes recommendations regarding street design cross sections by functional classification.*
 - *Chapter 5, Action 4 (page 87). Consider creating a new business park zoning district, including codifying site and building design guidelines in Chapter 2. The Village's existing zoning districts may not be suitable for promoting the types of land uses it desires within the new business park while minimizing the types of uses it does not want located in the business park.*
- **2023 Economic Strategic Plan:**
 - *Strategy #2, Expand Commercial and Industrial Land Base (page 39). Identify, acquire, zone, and install infrastructure on new land for commercial and industrial users.*

- Strategy #6, Attract new Commercial, Retail, Service Businesses (page 40). *Prioritize aligning business attraction efforts with the types of businesses MadREP is focused on in Advance 2.0 including bioscience, information technology, healthcare, advanced manufacturing, and agriculture/food/beverage.*
- 2023 Housing Needs Assessment Study:
 - Regulation Strategies for Implementation (page 68-70):
 - *Encourage Accessory Dwelling Units*
 - *Enable Cottage Courts through PDs*
 - *Streamline Approval Process for Affordable Housing*
 - *Reduce Parking Requirements for Affordable Housing*
 - *Consider Other Zoning Code Amendments:*
 - *Permit the conversion of single-family home use to two-family home use by right rather than through CUP.*
 - *Remove temporary auxiliary apartment use.*
 - *Remove both elderly-occupied dwelling unit categories; move those categories to multi-family dwellings uses.*
 - *Enable existing non-conforming dwelling units to build up (vertically) by right, which is currently not allowed.*
 - *Make 2-family dwellings permitted uses in R-1A/R-1B districts. Additionally, consider consolidating these into a single zoning district.*
 - *Allow 6,000 SF single-family lot sizes in the R-2 district (currently 10,000 SF).*
 - *Create a R-1C district for carriageway single-family home lots with a minimum lot size of 4,000 SF.*
 - *Allow triplex and fourplex buildings through CUP in the R-2 district.*
 - *Reduce the side yard setback to 6' in all R-1 districts.*
 - *Reduce the front yard setback to 20 feet in all districts.*
 - *Allow 2-family and zero-lot-line units by right in the R-1 District, or at least by CUP.*
- 2021 Sustainability Plan:
 - Transportation Action (page 17). *Amend the Zoning Ordinance to require electric vehicle charging stations in new multi-family developments.*
 - Transportation Action (page 17). *Amend the parking ordinance to require bike parking for all new commercial and multifamily buildings.*
 - Transportation Action (page 17). *Amend the parking ordinance to reduce minimum off-street parking requirements and/or add parking maximums for new development to limit excess pavement.*

- Water Action (page 21). *Evaluate the Subdivision Ordinance for reductions in required pavement width for new roads in new subdivisions to reduce the amount of impervious surface.*
- Land Use & Development Action (page 23). *Amend the Zoning Ordinance to allow for more housing options, including accessory dwelling units and attached unit housing.*
- Land Use & Development Action (page 23). *Review and update Village plans and ordinances to look for opportunities to utilize land more efficiently, such as reducing setbacks and minimum lot sizes.*
- Land Use & Development Action (page 23). *Amend the Zoning Ordinance to allow beekeeping in single and two family resident districts.*

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

Village Project Staff and Committees

The Community & Economic Development Department oversees administration of the subdivision and zoning codes. The Department consists of the following four positions: Director, Associate Planner, Community Development Specialist, and Building Inspector (contracted). The Village also uses a contracted Village Engineer. The Community & Economic Development Director will serve as the Village’s Project Manager and will be the primary liaison with the consultant team. Due to the highly technical nature of zoning, and knowledge of the existing code deficiencies, the Director and Associate Planner are expected to be involved in regular reviews of the consultant team’s preparation of the new zoning and subdivision codes.

Most ordinance review and editing will occur at the staff level with the consultant with periodic updates to the Plan Commission, particularly regarding direction on key items of code reform. The Plan Commission holds its regular meeting on the Third Tuesday of the month at 7:00pm. Additional input from other Village committees and boards may be needed through the planning process including the Landmarks Commission (Historic Preservation Ordinance), Natural Resources & Sustainability Committee (Shoreland-Wetland), Public Works and Utilities Committee (Subdivision), 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 Project Objectives

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

1. Build-off the work completed as summarized in the prior section to update the Zoning and Subdivision Codes in a manner consistent with the Village’s Comprehensive Plan, updated Redevelopment District Plans 1 and 2, Economic Strategic Plan, Housing Needs Assessment, and Sustainability Plan.

2. Strengthen opportunities to diversify the Village's housing stock, including thoughtful missing middle housing, affordable rental and homeowner units, accessory dwelling units, and mixed-use developments appropriate within the context of McFarland.
3. Strengthen opportunities to practice gentle density reforms while maintaining general compatibility with historic development patterns, including but not limited to reducing lot area, lot width, lot setbacks, street width, minimum open space, and minimum off-street parking and increasing dwelling units allowed by right and through conditional use permits.
4. Improve walkability and non-motorized transportation within zoning and subdivision regulations. While the Village currently does not have public bus service, consideration should be given to including zoning regulations to support the future viability of bus service within strategic corridors of the Village.
5. Identify opportunities to consolidate existing zoning districts and reduce the need for requests for Planned Unit Development approvals or unnecessary conditional use permit requirements. Identify any new zoning districts that may be necessary in order to implement the plans discussed in Section 2 of this RFP.
6. Reduce environmental impact and carbon emissions through land use, development, transportation, and performance standards. Site and landscaping standards that integrate low impact development, green infrastructure, and native, biodynamic landscapes.
7. Improve the manner in which the Village regulates permitted and conditional uses within residential and commercial zoning districts. Create new use tables that are user-friendly and reduce the need for Village Staff to make interpretations for uses not listed within current use tables. Consider what types of uses merit CUP vs those that could be allowed as permitted or special use permits. Develop recommended zoning uses, design and performance standards for use within the Village's proposed East Side Business Park.
8. Streamline development review processes, including allowances for administrative review and approvals for smaller site or building additions, modifications, or accessory structures.
9. Improve and consolidate site and building design review standards. There may be site and building design guidelines from subarea plans that could be generally applied throughout the Village, minimizing the need for multiple design overlay districts.
10. Improve the user friendliness of the zoning and subdivision codes. Improve and modernize definitions reducing interpretation issues and conflicting definitions. Incorporate the use of tables, graphs, figures and illustrations to explain key zoning regulations. Improve the overall organization of the codes, reducing or eliminating the

need to consult multiple sections of the zoning code to address basic use, dimension, and performance standards and exceptions. Incorporation of Appendix B, Landscaping Standards within the Zoning Code. Consider adoption of the revised Shoreland-Wetland District as a new chapter of the Municipal Code.

11. Improve and standardize public hearing and adjacent property owner notification requirements for various zoning permits to meet or exceed minimum Wisconsin State Statute requirements.
12. Update zoning and subdivision ordinances to be consistent with applicable Wisconsin State Statutes. The Village expects that the selected consultant team will make recommendations that are consistent with Wisconsin law and regulations. Village staff will consult with the Village Attorney if legal questions arise as the ordinance is rewritten, and the attorney will be involved in codifying the final product to make sure it meshes properly with other Village ordinances. However, the consultant team should not have the expectation that the Village Attorney will be actively involved as the new ordinance is drafted.
13. Develop a new official zoning map, including overlay districts, based on the work completed for adoption by the Village Board as part of the repeal and adoption of the new zoning and subdivision codes.
14. 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 and obtain input from stakeholders on desired urban planning principles, including reaching and obtaining input from typically unrepresented stakeholders and silent supporters. The consultant team should anticipate the need to provide community education regarding proposed ordinance amendments and their overall benefits to implementing housing, economic development, and sustainability goals of the Village.

SECTION 4 Scope of Work

The selected Consultant will provide a full range of municipal planning services required to create the new Zoning and Subdivision codes. The desired services include, but are not specifically limited to the following:

1. Plan Review & Background Analysis. The consultant will review the pertinent policies, strategies and actions within the Village's Comprehensive Plan, Redevelopment District Plans 1 & 2, East Side Plan, Economic Strategic Plan, and Housing Needs Assessment, in addition to the key themes within Section 2 of this RFP, to ensure that the new codes are consistent and help the Village implement its plans. The consultant should also be familiar with relevant plans adopted by regional entities such as the Capital Area Regional

Planning Commission (e.g. [Regional Development Framework](#)), [Dane County Regional Housing Strategy](#), Greater Madison Metropolitan Planning Organization (e.g. [Connect Greater Madison 2050](#)), Madison Region Economic Partnership [Elevate Madison Region Comprehensive Economic Development Strategy](#).

2. Code & Zoning Map Diagnosis. The consultant will work with Village staff in assessing the advantages and shortcomings of the existing codes. This assessment should include the following:
 - a. Provide an analysis of the Village's existing zoning and subdivision codes, highlighting its strengths and shortcomings based on the consultant's experience, review of national best land use practices, Village adopted plans and project objectives.
 - b. Complete an analysis of existing nonconforming lots, uses, and nonconforming primary structures using available GIS data.
 - c. Identify and categorize actual existing lot sizes, lot widths, lot depths, floor area ratios, setbacks, etc. to understand the existing built environment and inform subdivision and zoning reforms.
 - d. Evaluate conditional uses and advise as to what conditions, if any, should apply to warrant designation as a conditional use vs a permitted use.
 - e. Identify components that could provide barriers to achieving environmental sustainability, equity, mixed uses, affording housing, and housing diversity (such as separation of uses, large building setbacks, low densities, excessive parking requirements, excessive lot size, depth or width requirements, excessive street design standards, etc.)
 - f. Provide a summary report of the code and map diagnosis for use in public and Plan Commission meetings.
3. Guidance regarding Best Practices. The consultant will be expected to provide guidance regarding modern best practices regarding zoning and subdivision codes relevant to communities like McFarland, as allowed under Wisconsin laws and regulations. This should include the use of visualize tools to explain proposed ordinance regulations and the benefits to achieving Village land use goals for public and Plan Commission meetings.
4. Staff Meetings. The consultant should anticipate a sufficient number of meetings with Village staff to develop the new zoning and subdivision codes. This should start with an initial project kickoff meeting to determine the project schedule and public engagement plan.
5. Public Outreach & Community Input. The consultant shall develop and execute a public engagement plan to inform and gather input from stakeholders regarding this project. The plan must identify a representative group of stakeholders, including underserved communities, in addition to those who live or work within the Village, and apply the principles of environmental justice, if applicable. The plan also must include key messages

and messages tailored to each stakeholder group. Consultants are expected to work with Village Staff to inform and gather input from these stakeholders on an ongoing basis through a variety of methods including but not limited to FAQs, digestible purpose and need documents, online mapping and commenting tools, listening sessions, surveys, interviews, focus groups, open houses, virtual meetings, or other means as recommended based on the consultant's experience. Proposals shall specifically describe the public engagement tools and meetings the consultant proposes as part of their cost estimate.

6. **Committee Meetings.** The consultant should budget for an appropriate number of meetings with the Plan Commission to review key elements of the code development. The purpose of the meetings will be to establish objectives, discuss alternatives, provide direction and review progress. The consultant shall clearly communicate how the regulatory effects of the proposed Ordinance may differ from the effects of the current Ordinance. Background information regarding subjects addressed in the new Ordinance, which are not addressed in the current Ordinance, should be provided. The consultant project schedule should include meetings with other committees to review particular sections of the new codes relevant to the committees (e.g. Landmarks Commission Historic Preservation; Sustainability & Natural Resource Committee Shoreland-Wetland). The consultant shall attend the public hearing on the adoption of the new codes and the Village Board meeting to consider their adoption.
7. **Drafting the new Zoning and Subdivision Codes and Maps.** The consultant will prepare drafts of the zoning and subdivision codes for review by staff, Plan Commission and applicable committees, culminating in a final version to be acted upon by the Plan Commission and Village Board. The consultant will prepare draft and final zoning maps, including applicable overlay zoning districts. The consultant shall provide a map to illustrate properties proposed for up or down zoning as part of the adoption of the new zoning code and map. The final ordinances shall be compatible with Municode, including formatting. The final zoning map shall be parcel based and compatible with ESRI.

These are the general requirements for the creation of new zoning and subdivision codes 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 if desired.

The Village Board has budgeted \$110,000 for this project, of which \$10,000 will be utilized by the Village for in-house project related communication expenses.

SECTION 5 Deliverables

The selected Consultant shall complete a final Zoning Code, Zoning Map and Subdivision Code that contain at a minimum those items described in the final Scope of Services. Format the documents to be incorporated as chapters within the existing Village Municipal Code of Ordinances maintained by Municode. Easy to use charts, tables, checklists, graphics, images and photos within the ordinance are expected when necessary. The Consultant shall provide the Village with electronic copies of any text, charts, tables, checklists, graphics, images and photos in their original file format.

The selected Consultant shall provide the Village with an electronic copy of the final ordinance in Microsoft Word and PDF versions, including bookmarks and searchability features. The selected Consultant shall provide the final Zoning Map in a PDF format. The Consultant shall provide the Village with an editable copy of all GIS data and a GIS map package of the Zoning Map using an ESRI platform. Zoning shapefiles or geodatabases shall be at the individual parcel level. Draft deliverables may be provided in Word or 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.
- 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 ordinances are encouraged. Hard copies of similar or relevant ordinances are not desired and can be provided electronically or via hyperlink within the proposal.
- 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 and Plan Commission 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 provide existing zoning GIS data. Village staff will present and facilitate ordinance revisions with other committees throughout the planning process including the Landmarks Commission, Sustainability & Natural Resources Committee, and Public Works Utilities Committee as needed without the consultants presence. Village staff will be responsible for updating other portions of the Municipal Code not addressed by this project that will require updating references to the zoning and subdivision codes.
- 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 project. 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 project 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 Friday January 17, 2025.** 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.gov, subject: Proposal for Zoning & Subdivision Code Update. An email more than 25 MB won’t be accepted by the Village’s email server. Files more than 25 MB can be sent via a drop box link provided the link is sent by the submittal deadline. Alternatively, consultants may submit an electronic PDF copy via a USB flash drive to the McFarland Department of Community & Economic Development. Flash drives must be received prior to the RFP due date.

Attn: Andrew Bremer, AICP
Community & Economic Development Director
Proposal for Zoning & Subdivision Code Update
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 Experience (25 points). Experience and qualifications relevant to key personnel and their associated project roles and estimated labor hours.

- Project Experience (20 points). Level of experience completing similar projects with local government entities of similar size, structure, and complexity. Familiarity with Wisconsin zoning and subdivision state statutes.
- 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. Quality, clarity and creativity of proposed planning process and public engagement activities.
- Cost Effectiveness (20 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 (5 points). Ability to be responsive in meeting schedule required to complete the plan and deliverables. Quality and clarity of proposed planning process, project meetings and outcomes.
- Quality of Submittal (5 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; Associate Planner, Chairperson and Vice-Chairperson for the Plan Commission will conduct the evaluation of proposals submitted. This will comprise the RFP Evaluation Team. They will make a recommendation to the Plan Commission who will make the final recommendation to the Village Board for action. The following method and timeline will be utilized in order to select the desired proposal:

- **November 26th – RFP Issuance Date.**
- **December 20th – Deadline for submittal of written questions.** Questions regarding this RFP shall be emailed to the Community & Economic Development Director at andrew.bremer@mcfarland.wi.gov.
- **December 30th – Responses to written questions.** Responses to all submitted written questions will be posted to the Village website.
- **January 17th, 2025 – RFP Due Date.** Proposals shall be submitted no later than 4:00 PM on Friday January 17th.
- **January 21st through January 31st – 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 interviews as needed.

- **February 3rd through February 7th – Interviews.** At its discretion, the Evaluation Team may host interviews of perspective consultants in order to make a recommendation on a preferred consultant to the Plan Commission.
- **February 18th – 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.
- **February 25th – Village Board.** The Board will take final action to consider acceptance of the recommended proposal and enter into a contract for this purpose.
- **By April 2025 – Final Contract & Project Commencement.** The Village Attorney will draft the final contract for signatures utilizing the approved proposal and the Village’s Standard Contract.
- **April to December 2026 – Estimated Project Completion.** Village Board approval of an ordinance to repeal and replace the Zoning Code and Subdivision Code. The date of final ordinance adoption is flexible, the Village is estimating a 12 to 20-month planning period.

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: Sample Standard Contract Template

VILLAGE OF MCFARLAND CONTRACT

Expiration Date: _____

Maximum Cost: _____

Registered Agent: _____

Street Address of
Registered Agent: _____

City, State, Zip: _____

THIS CONTRACT, made and entered into, by and between the Village of McFarland (hereinafter referred to as "VILLAGE") and _____ (hereinafter referred to as "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 business 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. VILLAGE may, in its sole discretion, extend the completion date of PROVIDER's services, under the same terms and conditions. PROVIDER shall complete its obligations under this Contract not later than the EXPIRATION DATE, and by the date set by the VILLAGE and agreed to by PROVIDER if this Contract is extended.
- II. SERVICES.
 - A. PROVIDER agrees to provide the services detailed in the attached Schedule A, which is fully incorporated herein by reference.
 - 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.

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 to 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. 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 applicable State, Federal or local law, or failure by PROVIDER to comply with applicable State 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 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. Failure by VILLAGE to make payment to PROVIDER as required under the terms of this Contract, after PROVIDER has provided written notice to VILLAGE of non-payment and the failure continues unremedied for twenty-one (21) days.

E. 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, and/or 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 for the contracted services, unless otherwise agreed to by the parties by written agreement.

VI. REPORTS. PROVIDER agrees to make reports on the status of its services upon reasonable request by VILLAGE.

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 business 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.

Professional Liability.

PROVIDER agrees to maintain Professional Liability insurance at a limit of not less than \$1,000,000 per occurrence. The policy shall list 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.

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 Workers' 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. PUBLIC RECORDS. The PROVIDER acknowledges and understands that the VILLAGE is a governmental entity. As such, all communications and other documents prepared or received by the PROVIDER in connection with the services provided by PROVIDER under this Contract may

be governed by the Wisconsin Public Records Law and that, in the event of a request for such documents, the VILLAGE may be legally obligated to produce them. The PROVIDER agrees that it will provide all such documents to the VILLAGE if determined by VILLAGE to be necessary to comply with a proper Public Records Law request by either (1) retaining all such documents for a period of not less than seven (7) years after completion of the Work and providing copies to the VILLAGE promptly upon request in exchange for the reasonable cost of copying or (2) providing a copy of each such document to the VILLAGE upon the expiration of the Contract. In the event the PROVIDER fails to make such documents available to the VILLAGE as provided herein, the PROVIDER shall indemnify the VILLAGE for any penalties, costs, expenses (including reasonable attorney fees) incurred due to its inability to comply with the Public Records Law with respect to such documents. The obligations under this paragraph to produce and retain records, including the provisions for indemnity, shall survive the expiration or termination of this Contract.

XII. MISCELLANEOUS.

- A. PROVIDER is registered to do business in the State of Wisconsin; the persons executing this Contract on its behalf are authorized to do so, and 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 represent(s) 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.
- G. Neither Party shall be liable to the other Party for failure or delay in performance of this Contract due to acts of God, acts of governmental authorities other than the VILLAGE, extraordinary weather conditions or other natural catastrophes, or any other cause beyond the reasonable control or contemplation of either Party or as otherwise defined by law ("Force Majeure Event"), provided the delayed Party shall make reasonable efforts to avoid

or mitigate such delay and shall promptly notify the other Party in writing of the cause of the delay and its extent.

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: _____

FOR VILLAGE:

Date Signed: _____
Carolyn Clow, Village President

Date Signed: _____
Cassandra Suettinger, Deputy Administrator/Clerk

Approved as to form:

Daniel J. Evans
Attorney for the Village

VILLAGE OF MCFARLAND CONTRACT

Schedule A – Scope of Services

Pursuant to Section II(A) of this Contract, the PROVIDER shall provide _____

In accomplishing the scope of services and providing the deliverables as outlined above, the PROVIDER will provide the services in a timely and professional manner.

VILLAGE personnel shall cooperate with the PROVIDER and its agents in the performance of the PROVIDER's obligations hereunder.

VILLAGE OF MCFARLAND CONTRACT

Schedule B – Payment for Services

For and in consideration of the services provided under this Contract, the VILLAGE will pay PROVIDER as follows:

VILLAGE OF MCFARLAND CONTRACT

Schedule C – Project Schedule

Please note the following project schedule:

Task

Time Frame

The term of the Contract shall be in effect within the dates stated unless otherwise provided according to the terms of this contract. The Project Schedule may be amended at any time by mutual agreement between the VILLAGE and PROVIDER.