

PLAN COMMISSION

Monday December 19, 2016

7:00 P.M.

**McFarland Municipal Center
Community Room**

AGENDA

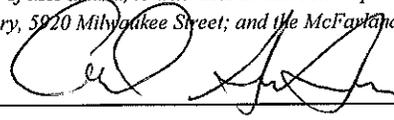
1. CALL TO ORDER
2. APPROVAL OF MINUTES
 - a. Review and approval of draft Minutes from the November 21, 2016 Plan Commission meeting.
3. Review and possible action regarding a Site/Design review, requested by Zorn Compressor and Equipment, for approval of the installation of a 10 stall parking lot addition on the property located at 4803 Triangle Street currently zoned C-P Commercial Park.
4. MD Roffers – Comprehensive Plan review
5. Discussion and possible recommendation to the Public Safety Committee regarding the creation of a tourist rooming house ordinance.
6. Review and possible recommendation to the Village Board regarding subdivision, zoning, and building permit fees charged.
7. Discussion on Roberts Rules of Order – Brad Czebotar.
8. STAFF REPORTS
 - a. Highlights and updates
 - b. Property Maintenance
9. ADJOURNMENT

Notes:

- 1) Persons needing special accommodations should call 608-838-3154 at least 24 hours prior to the meeting.
- 2) A quorum of The Village Board may attend this meeting for the purpose of gathering information relevant to their responsibilities as Village trustees. No matter shall be considered nor shall any action be taken by said Village Board members at this meeting.

- 3) More specific information about agenda items may be obtained by calling 608-838-3154.

This agenda was posted, or caused to be posted, by my hand on the 16th day of December 2016, at the following three (3) posting places in the Village of McFarland, to wit: McFarland Municipal Center, 5915 Milwaukee Street; E.D. Locke Public Library, 5920 Milwaukee Street; and the McFarland State Bank, 5990 Hwy. 51.



Cassandra Suettinger, Clerk/Deputy Treasurer

Working Draft Minutes Plan Commission Meeting

November 21, 2016

Members Present: Brad Czebotar, Bruce Fischer, Jeff Sorenson, Ron Berger, Dan Kolk
(arriving at 7:02)

Members Absent: Cathy Kirby, Kate Barrett

Staff Present: Pauline Boness, Matt Schuenke, Craig Sherven, Karen Knoll

Others Present: Kyle Cheramy, Shaun O'Hearn, Lauren Sladek, Tom Anderson, Jason Buchman, David Johnson: FBM Gypsum Supply, Brock Roder; Spartan Bowl, Don Rogers, Rob Blosham, Brian Spanos, Brett Riemen; Preston Place.

1. **Call to order.** Czebotar called the meeting to order at 7:00 p.m.
2. **Review and approval of draft Minutes from the October 17, 2016 Plan Commission meeting.**
Czebotar called the minutes from the October 17, 2016 Plan Commission meeting approved by unanimous consent.
3. **Public Hearing – Review and possible recommendation to the Village Board regarding a 2-Lot Certified Survey Map (CSM), for property owned by FBM Gypsum Supply. Legal description as follows: A parcel of land located in the NE ¼ of section 33, and in the SE ¼ of section 28, and in the NW ¼ of section 34, and in the SW ¼ of section 27, all in Township 7 north, range 10 east in the Village of McFarland, Dane County, Wisconsin. The property addresses are 4412 and 4414 Terminal Drive and are currently zoned M-IC Manufactured Intensive Commercial.**

Czebotar opened the Public Hearing at 7:01 p.m.

Dave Johnson on behalf of FBM Gypsum supply stated they are the new owners of the property located at 4412 and 4414 Terminal Drive and are seeking approval of a CSM to divide the property into 2 parcels with the intent to sell the portion which they will not need for their business.

Boness advised staff has reviewed the request and there are no problems. They have a 48' driveway from the road to the building. They are dedicating some right-of-way, which will need to be approved by the Village Board.

Czebotar closed the public hearing at 7:03 p.m.

Czebotar moved to recommend to the Village Board approval of a request regarding a 2-Lot Certified Survey Map (CSM), for property owned by FBM Gypsum Supply. Legal description as follows: A parcel of land located in the NE ¼ of section 33, and in the SE ¼ of section 28, and in the NW ¼ of section 34, and in the SW ¼ of section 27, all in Township 7 north, range 10 east in the Village of McFarland, Dane County, Wisconsin. The property addresses are 4412 and 4414 Terminal Drive and are currently zoned M-IC Manufactured Intensive Commercial. Sorenson seconded the motion. Motion carried 5-0.

4. Extraterritorial review CSM section 1 Town of Dunn property owner Tom Anderson

Tom Anderson 3393 Hwy. MN – They are requesting the CSM in order to clean up some lot lines. The original CSM had 3 lots on it, with joint ownership of one lot. Boness added the new CSM will depict where the actual driveway is. Anderson stated he has taken an easement and owns the driveway now; they are using the existing culverts.

Czebotar stated the Plan Commission has no objections to the CSM.

5. Review and possible recommendation to the Public Safety Committee regarding an application for a 83' x 40' (3000 sq.ft.) outdoor sports activity area by Carter Smith, Spartan Bowl at 4711 Farwell Street, McFarland, WI.

Brock Roder 5811 East Open Meadow, representing Spartan Bowl – They have made some changes for the proposed volleyball area to be located on the north side of Spartan Bowl, since they last met with the Plan Commission. They have had meetings with Village staff; he believes they have met all staff concerns. The changes they have made are: Barriers were originally only two on the east side, they have closed off the west side of the driveway; the existing driveway will be large enough to handle traffic flow; They will be adding a fire exit to the current outside patio. They will have 20' netting to try to keep volleyballs in the play area; there will be just one single playing court. A boundary will be created around the entire area with pipe going through the volleyball area to allow rain to drain; the piping will be covered with matting to keep all of the sand from running into the tubing, and into the street. They will have stacked 6 x 6 timbers to define the volleyball court, and hold in the sand. They will have jersey barriers to close off the parking lot from the Kwik Trip side of the property. There will also be jersey barriers on the west edge boarding the Kwik Trip property. Sorenson asked why is this project preferred in the front of the property instead of the side of the property.

Roder replied as they would be within 200' of residential property if on the side or rear. Czebotar asked, hypothetically, if the ordinance could be modified, would they be interested in moving the project to the side of the property. Roder felt there are more steps than just that, as

they cannot have bystanders standing in the area watching the game, they prefer the front as there is seating in their outdoor eating and drinking patio for people to watch the games, with only the players in the recreational area.

Kolk stated the design as proposed is temporary; and, will be taken down at the end of the season, if some of the ordinance changes could be made, this year, would they be interested in moving it the next year? Roder replied, yes, but they are making some permanent changes to the property to put this up, it could be costly to them. Kolk inquired about the fire exit stairs from the enclosed outdoor area, will that be used for any type of access, it is not specific to this project, but they will be using it in conjunction to this project. Roder replied it will be used year round as the outside exit from the outdoor patio as well as the volleyball area. Kolk inquired if putting the stairs there is consistent with the uses for an outdoor drinking area, or does it change the intent. Boness was not sure and would have to review it. Sorenson feels that is a valid question which needs to be checked into. Kolk wants to make sure this is consistent with what is expected. Boness inquired how they will get from the outdoor drinking area to the volleyball court, are they going to construct another stairway. Roder responded there may be a step or two added. They were not required to have an exit when they first constructed the outdoor drinking area as the fence is only 4' tall; as they will be adding the volleyball area they need the exit. Kolk inquired how the exit steps will be handled, will it be gated, if not they have changed the intent of the enclosure. Roder advised it will be gated and never used as an entrance; they will not have a door handle on it. The volleyball netting will not enclose the drinking area.

Sorenson asked for further explanation to what makes this temporary, what is the seasonal process. Roder replied they will be drilling sleeves into the parking lot in April; they will install poles, raise the net, add the sand and have a volleyball area. In September they will remove all poles, pipes, netting, sand and return it to a driveway. Kolk inquired if the barriers on the Kwik Trip side will be left year round. Roder replied no, they will be removed. Boness asked where all the materials will be stored when not in use. Roder responded they will sell the sand, and they have multiple bowling centers throughout the area, and they will find a spot, they hope to rent the jersey barriers.

Sorenson asked if the 20' netting is standard. Roder replied it is the height they use at their other locations. Sorenson stated he does not feel this will keep balls from going into the street in an area which is already a bad location with all of the driveways converging so close to the Hwy 51 interchange. He has safety concerns about the project, along with aesthetic concerns, as they are working on the Comprehensive Plan, is this what you want to see in the main entrance to the Village, from his perspective this does not fit with first impressions of McFarland.

Fisher inquired of Roder if he has any experience with temporary volleyball areas such as they are proposing. Roder did not respond.

Rob Blosam 5718 Norfolk Drive, Fitchburg, WI – They built a similar 2 court design in Madison this past year. On occasion they did have balls which went over the net, but it was not many times. They feel there is room when you include the trees, grass and sidewalk to the street. When a ball goes over the net it is an inconvenience to the players. They cannot

guarantee it will not happen. They also want courts in the front as people who are playing want to be close to an area where they can get a cocktail and eat either before or after the game. He feels it would be confusing to have people eat and drink at a deck which is separate from the area in which they play. Sorenson stated while he understands their view, he feels a different location should be pursued.

Kolk stated he has reviewed this, along with the comments from Chief of Police, Craig Sherven, it keeps going back to safety concerns. Boness stated Commissioners can add standards which they feel are justified.

Czebotar reviewed the Ordinance, and what Commissioners should be focusing on when making the recommendation. He does agree with Sorensen about this being the gateway to the community and, his main concern is he does not necessarily feel having a volleyball area in front of the building rather than the side is in keeping with the character of the area, even though he feels Spartan Bowl has met most of the standards. Fischer stated while he feels it is a good idea, he is not comfortable with having it that close to the road.

Rodar stated they are up against a timeline so they can get this done, he understands the safety concerns, and they cannot make any guarantee that balls will not go over, and while the trees are not the best barrier, he feels they do provide some protection.

Czebotar again inquired if the Village was able to expedite an ordinance change, would Spartan Bowl be willing to move it to the side of the building? Rodar replied their two concerns are the 200' setback and the ability to have people sit and watch. Volleyball is an outdoor sport where people like to sit and watch and drink, if you cannot they might as well play at Lewis park and make it a rec league. Czebotar inquired, one of the previous proposals had indicated a spectator area off the side of the building. Rodar replied that is a long term plan, they are not going to make any changes at this time, and parking was also an issue, they are only losing 8 parking stalls with this location. Rodar advises this will be something which means a lot to them, they are going to put up the best structure possible, something they can be proud of. He feels many business in the area will benefit from customers because of this.

Kolk asked if it is their intention to have all of the spectators in the outdoor drinking area, how many people are allowed in that area. Roder replied they have tables set up, and feels they will meet the occupancy standards. Kolk asked of Boness if the approval can be made conditional in any way. Boness indicated the Public Safety Committee will make the final decision; Commissioners can make a recommendation to have conditions one of which could be, one season and then have Spartan Bowl come back for a review to the Public Safety Committee.

Commissioners discussed the aesthetics of the proposed project and the traffic flow with the jersey barriers. Kolk advised they may find some challenges with maintaining this location. He has viewed many other outdoor volleyball areas, they do not have to be shabby in appearance, they can be well maintained and attractive. Sherven pointed out there is an issue and potential safety problem with the area being closed off for one half of the year, and then open the other half. The barriers need to be substantial and angled to help with the traffic flow so you don't

create a pinch point. Some of the main concerns are the proximity to the road, and that it overhangs the main entrance to the business. Sherven stated it is something which is going to take drivers some time to get used to. Sherven stated he would rather see it off to the side of the building and have to deal with some noise complaints, than on the front and be dealing with safety issues. Fischer felt it is difficult for him to approve when the Police Department has concerns, and he himself feels it is a difficult location which will cause safety issues. Roder feels the construction time frame for this will ease people into the change. Kolk inquired about leaving the jersey barriers up year round, but felt that would fall under Public Safety Committee. Sorenson stated he has had the same thoughts on this. Roder agreed and feels this is something he will have to discuss with Kwik Trip.

Czebotar asked if there was a condition to come back, what would Kolk like the premise to be. Kolk responded he did not think it would be a Plan Commissions issue, but a Public Safety one; the distracted driver would be a main concern, balls into the street, we need to take the time to see whether or not the steps Roder has taken are adequate. Sorenson inquired how you track that, how will you really know there was an incident, or a close one and the Police were not notified. Roder added there is no way to place netting over the top of the area due to the weight of the nets.

Commissioner's discussed options before them for making motions, and the pathways for this proposal.

Kolk moved to make consideration to the Public Safety Committee for a conditional approve an application for an 83' x 40' (3,000 sq.ft.) outdoor sports activity area as presented by Carter Smith, Spartan Bowl at 4711 Farwell Street with the condition that it receive a one year review and approval by the Public Safety Committee. Czebotar called the motion seconded based on discussion of the motion. Motion carried 4 – 1 with Sorenson voting nay.

Sorenson asked for explanation as to how this comes before Plan Commission and if they do not like the appearance, Public Safety gets the final approval. Czebotar responded it is based on how the ordinance was written. Fisher did not want to be credited with seconding the motion.

6. Discussion - Mark Roffers, MDRoffers and Associates relating to partial draft of Vol. 2 of updated Comprehensive Plan.

Mark Roffers with MDRoffers and Associates addressed Commissioners. They will be discussing three chapters from the Visions and Directions volume of the Comprehensive Plan. It will take this session and at least one more meeting to cover. Once that is concluded there will be a public review version of that volume and have some sort of community meeting, using the website, the McFarland Thistle, and other means to get the word out on the Draft Plan so people in the community can get involved and give input. They are looking to have that meeting sometime in the middle of the winter, there would be a time to fine-tune the Plan and then get together with the Village Board to adopt the Plan sometime in the spring.

Roffers advised they have time available to have a few shorter meetings rather than two longer meetings. Czebotar would rather see more frequent meetings of shorter basis; people tend to loose direction when meetings run long.

Roffer's reviewed the information provided in the packets to Commissioners, with the intention of going over chapters 4 – Land Use; 5 – Economic Development and 6- Housing. Depending upon the pace of the reviews the intent will be to review chapters going forward in blocks of three.

Roffers reviewed how each chapter will have a cover page to provide a snapshot of each chapter; it should provide a clear description, along with a few maps, of what the plan is. They will also include goals, objectives and the initiatives' in each chapter. Each chapter will have only one page of policies.

Roffers reviewed the general format and content of each of the three chapters along with the maps as updated per discussions at previous meetings. Commissioners were advised to review their drafts, and if there was anything they felt was missing or if it did not reflect their view to contact Boness and have that information forwarded on to Roffers. Commissioners discussed various options on maps, colors, and ideas in reference to the draft. Roffers reviewed Village Board goals and initiatives and how they compare to the Plan. He will include them in the document. He can provide links in the Plan to related Village Plans, i.e. Terminal Triangle Plan, but it will be up to the Village to maintain those links on the website.

Commissioners and Roffers discussed the long term farming as a use in the Village, as it is something new to the Village. Along with explanation of the Parks and Recreation Plan and how it ties to the Comprehensive Plan, rail is no longer an active topic, and revisions to the idea of interchanges in the Village. Roffers reviewed what connects people to a place and what makes them want to stay, along with discussion regarding the viability of a commercial park near the interstate. Due to the time, they will review Chapter 5, Economic development at the December meeting.

7. Review and possible recommendation to the Village Board regarding the Development Agreement for Preston Place, 5401 Paulson Road, by Brett Riemen and Brian Spanos.

Brett Reimen advised they are here to ask for approval, with conditions, for their Paulson Road project. Their attorney and the Village Attorney have been working on the final draft, they have agreed to all conditions. Brian Spanos advised all major issues have been worked out, they have the letter of credit with them tonight, and they just need the final draft to be completed. Boness indicated Village Engineer, Brian Berquist has reviewed this and he has no problems. There is a list of nine items from Attorney Bechler and he is fine having approval given subject to those conditions and review by staff and Village Attorney

Czebotar moved to recommend to the Village Board approval of a Development Agreement for Preston Place, 5401 Paulson Road, by Brett Riemen and Brian Spanos, based on email

comments by Attorney Larry Bechler, with approval by staff and Village Attorney on those additional terms and conditions. Kolk seconded the motion.

Sorenson asked about the reference to applicable regulations of any government entity, but it does not address that those items take precedent if there is found to be any conflict, he would recommend that to be in the agreement. If there was any conflict between this agreement and those regulations, the regulations need to have precedence, unless that is not the intent of the regulation. Boness advised she would mention that to Bechler and review that portion. Czebotar asked if that needs to be part of the conditions. Boness suggested it be listed as a question. Czebotar requested his motion be revised to include Sorenson's comments as an additional condition. Kolk accepted the amendment. Motion carried 5-0.

8. Discussion and possible recommendation to the Village Board regarding annual review of fees in lieu of Parkland Dedication – sec. 56-176 of the Village Of McFarland Municipal Code.

Boness reviewed what the fees in lieu are, and in 2015 the Park and Recreation Committee did considerable scrutiny of them. The current amount is \$4,115.00 per dwelling unit. The consumer price index or land sales in the area can be used to make adjustments, there have not been many land sales and the CPI is 3.4%. We are sometimes higher than some communities, or lower than others. Czebotar inquired if a developer has ever indicated they thought our fee was high and they would look elsewhere. Boness replied no, most developers pass the impact fees on to the cost of the home. The only time we have gotten complaints is when a private party purchases a lot which has been vacant for a long time and intends to build their own home, they find out what the fees are. Commissioners generally concurred there is no reason to change them; they would like to see what other communities fees in lieu are. Boness advised she will look into this and bring that information to a future Village Board meeting. Kolk inquired about not charging fees for a single lot, versus a developer. Boness advised this is something which has come forward previously, she felt it was decided to treat all lots the same, you cannot charge a developer fees that you do not charge an individual. Sorenson moved to recommend to the Village Board the fees in lieu of dedication be left at the current rate. Kolk seconded the motion. Motion carried 5-0.

9. Staff Reports:

a. Highlights and Updates –

i. December meeting – availability December 19, 2016

- b. Property Maintenance Report –** Sorenson questions why an owner was supposed to have corrected an issue by June of 2016 and has yet to be in compliance. Commissioners questioned the timeframe for follow up, and, extensions granted to parties who are in violation. Consensus was there is too much time given for extensions; the time frame in the code is what should be

followed. Commissioners would like to see the situations resolved in a timelier manner and the issue on Marsh Road brought into compliance.

- 10. Adjournment** –Sorenson moved to adjourn, Kolk seconded the motion, motion carried. Meeting adjourned at 9:53 p.m.

DRAFT

Plan Commission

Background and Recommendations

December 19, 2016

Agenda Item 3 – Site Design Zorn Compressor parking lot addition

John Zorn built his building in our Commercial Park in 1993. With the growth of his business in service and sales of industrial compressors, Mr. Zorn submitted an addition of a 10 stall parking lot to the rear of his property in February 2012.

This site design plan was approved conditioned upon review and approval of a stormwater management and grading plan by the Village Engineer.

This project was put on hold for several years and its approval by the Plan Commission has lapsed. Mr. Zorn has resubmitted his plan for your approval.

The latest set of plans identifies wetlands to the rear of the property; however, due to the fact the disturbance will be less than one acre the proposed project is allowed (see letter from Town & Country Engineering dated December 7, 2016).

No additional lighting is planned. A dumpster enclosure will screen the dumpsters from neighbors on the adjoining residential properties. Eight parking stalls rather than ten are now proposed.

Recommendation: Approval contingent upon an updated and executed stormwater maintenance agreement.

Agenda Item #5 – Continued discussion Comprehensive Plan Update

The latest draft chapter - Utilities is in your packets. Also bring your draft copies on the Economic Development chapter to the meeting.

Agenda Item #6 – Tourist Rooming House Ordinance

Back in late 2015 a draft Ordinance was created to address this latest national trend in housing rental. Action was put on hold in 2016 due to possible state legislation prohibiting municipal regulation of this use. The legislature adjourned in 2016 without taking action. This past July, Commissioners voiced approval for resurrecting this draft ordinance despite continued rumors the State Legislature will once again take up this issue.

The draft is in your packets. In reading various articles on drafting this type of ordinance a suggestion was to require the owner use the home as his or her primary residence in order to avoid having one owner renting out several separate properties and playing the part of a landlord. Please consider this approach

Agenda Item #6 – Community Development Fees

The Village Board has asked that Commissioners look at our fee schedule and suggest any revisions. We will try to have some comparisons with other communities at your places by Monday night.

Note: Staff has recommended raising the fee for reviewing development agreements from \$300.00 to \$600.00 due to staff time associated with the review process.

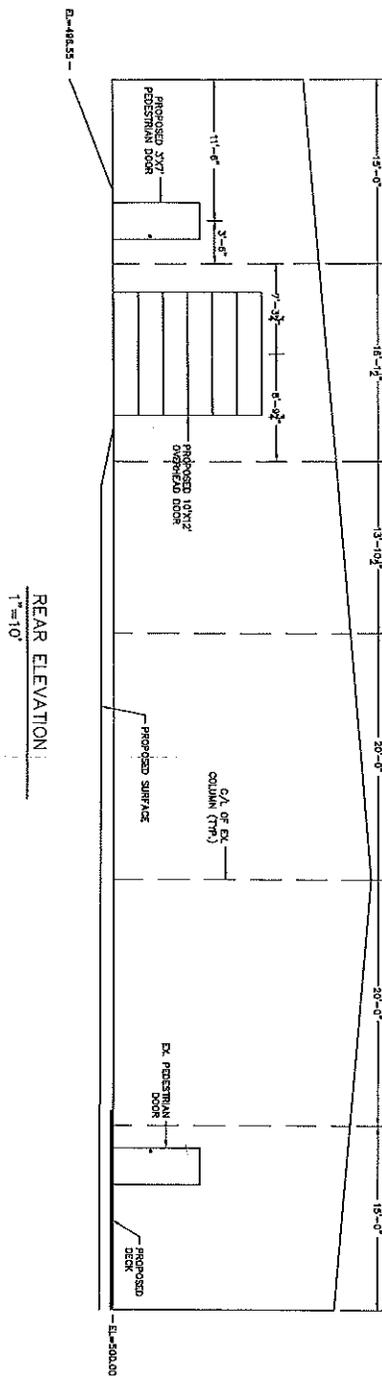
12/21/24



Triangle Street

Commerce Court

Valor Way



4803 TRIANGLE STREET - VILLAGE OF MCFARLAND
 REAR ELEVATION PLAN
 EXHIBIT #4
 DATE: JANUARY 9, 2012

QUAM ENGINEERING, LLC
 Residential and Commercial Site Design Consultants

4604 Siggelkow Road, Suite A - McFarland, Wisconsin 53558
 Phone: (608) 838-7750 Fax: (608) 838-7725
 www.quamengineering.com

December 7, 2016

RECEIVED
DEC 07 2016
VILLAGE OF MCFARLAND

Ms. Pauline Boness
Director of Community Development
Village of McFarland
5915 Milwaukee Street
P.O. Box 110
McFarland, WI 53558

Subject: Zorn Compressor and Equipment Parking Lot Addition

Dear Pauline:

I have reviewed the submitted erosion control and stormwater management plan for a parking lot addition proposed by Zorn Compressor at 4803 Triangle Street. The plans are dated October 14, 2016. A version of these plans was originally submitted and approved in 2012. The project proposes to construct a parking lot expansion that will consist of eight additional parking stalls along with new trash and recycling dumpsters. Two bio-retention areas located at the northeast and southeast corners of the property are proposed to treat runoff.

The plan meets Village requirements for stormwater management. It should be noted that there is a delineated wetland boundary within approximately 15 feet of the proposed parking area. I have confirmed with both DNR and Dane County staff that the proposed disturbance and hardscape in the proximity of this wetland will be allowable because the overall disturbance is less than one acre, this area was within the Village prior to the recent Dane County Shoreland and Wetland Zoning requirements, and it does not require any sewer extension approval.

I recommend approval of the erosion control and stormwater management plan at this time, contingent upon the maintenance agreement being updated to reflect Attorney Bechler's recent update to the Village standard. Please feel free to contact me with any questions.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.



Brian R. Berquist, P.E.
Vice-President of Municipal Services

cc: Mr. Allan Coville, Director of Public Works, Village of McFarland (5915 Milwaukee Street, P.O. Box 110, McFarland, WI 53558)

Mr. Marty Pilger Building Inspector, Village of McFarland (5915 Milwaukee Street, P.O. Box 110, McFarland, WI 53558)

Mr. Ryan Quam, Quam Engineering, LLC (4604 Siggelkow Road, Suite A, McFarland, WI 53558)

BRB:sai

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CHAPTER 7—UTILITIES AND COMMUNITY FACILITIES

Goal: Provide modern parks, and other public facilities, services, and utilities to serve community interests, economic development, changing demographics, and a healthy community.



Objectives

1. Ensure that all residents and businesses have access to basic public services.
2. Maintain a standard of excellence in public facilities and services, including municipal, police, fire, and emergency medical services.
3. Pursue cost-efficient investments in public utilities to serve a compact development pattern.

Initiatives

(see full chapter to read more)

1. **Stage Public Improvements through a Capital Improvement Program.** This chapter includes a list of potential major investments in Village facilities, utilities, and roads over the next several years. The Village will prioritize, detail, and time these and other capital projects within its capital improvement program.
2. **Prepare and Implement a Municipal Campus Master Plan.** A plan for the Village's downtown buildings is intended to address department space needs to serve a growing community. It will be completed in conjunction with investigation of a multigenerational community center.
3. **Site and Acquire an East Side Community Park.** For more than a decade, the Village has identified a need for a 20+ acre park for larger community events and sports fields. The Village will pursue acquisition of land on its east side for this community park, possibly in combination with the County or School District.
4. **Update the Village's Outdoor Recreation & Open Space Plan.** The next update to this Village plan—which unlocks federal, state, and county financial support—will consider ideas outlined in this chapter, including a family-oriented downtown recreational space.

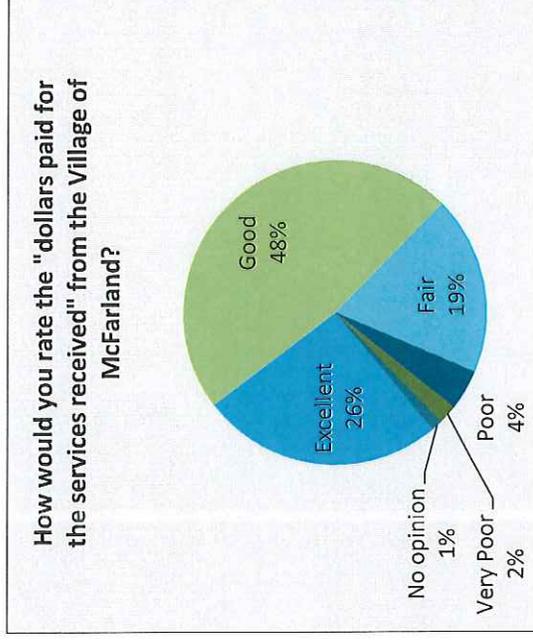


Chapter Purpose

Existing and planned public utilities and facilities serve residents and businesses, as well as planned community development via redevelopment, infill development, and planned east side expansion. The Village will use this chapter as a guide for the maintenance and expansion of utilities and community facilities. It will be supplemented and detailed through the capital improvement program and Outdoor Recreation & Open Space Plan.

Policies for Utilities and Community Facilities

1. Ensure that utility systems have adequate capacity to serve existing customers, and expand capacity if necessary to serve future needs.
2. Plan for public facilities on a systems basis, based on community- or basin-wide utility or stormwater studies.
3. Coordinate utility and community facility planning with land use, transportation, natural resource, and recreation planning.
4. Encourage development that uses existing sewer, water, and road infrastructure (i.e., infill, redevelopment) and is near existing community facilities such as schools and parks.
5. To serve planned east side community expansion, pursue amendments to the Central Urban Service Area and associated utility and stormwater planning in advance of development.
6. Support quality, accessible school, library, and other educational facilities and services to meet the needs of all age groups.
7. Invest in sustainable buildings and infrastructure to reduce costs, promote stewardship, and protect the environment.
8. Enforce progressive storm water management practices through zoning and subdivision approvals to protect water quality, minimize runoff, and promote infiltration.
9. Combine utility and community facility projects with other projects—like roads, parks, and broadband—wherever practical.



A community survey conducted during this planning process suggested that most McFarland residents derive value from Village services.

Initiatives for Utilities and Community Facilities

1. Stage Public Improvements Through a Capital Improvement Program

The Village will maintain and annually update a Capital Improvement Program (CIP), which is a schedule for improvements to public facilities and infrastructure over the following five years. The CIP balances factors like current infrastructure condition, impact of improvement on community and economic development, effects of deferring improvement, State and Federal mandates, project cost, funding and financing availability, and fit within the overall Village budget and fee/taxing capacities. Through its CIP, the Village will endeavor to seek joint project opportunities with neighboring communities wherever practical.

Figure 7-1 provides a general timetable forecasting approximate need to expand or rehabilitate a wide range of existing facilities, create new facilities, and assess future facility and utility needs. The potential projects listed in Figure 7-1 will influence what the Village includes in its CIP. The information in Figure 7-1 is different from the Village's CIP in that Figure 7-1:

- Focuses on projects that directly affect the physical development of McFarland.
- Includes potential projects beyond the 5-year term of the CIP.
- Does not include cost or funding details.
- Includes potential non-Village improvements, in part because they are required to be addressed in a comprehensive plan under Wisconsin Statutes.

What is a Capital Improvement Program?

A CIP is a community planning and fiscal management tool used to coordinate the type, location, timing, estimated cost, and financing of public capital improvements over a multi-year period. As opposed to operating expenditures or minor facility maintenance, capital improvements are major, non-recurring expenditures in fixed facilities. Often such facilities warrant borrowing to spread the expense of a project with long-term benefit over multiple years.

A CIP guides annual municipal budgeting. It is a working document, which should be reviewed, amended, and extended annually to reflect changing community needs and funding opportunities.

Figure 7-1: Potential Future Major Utility, Community Facility, and Roadway Projects (multipage table)

Major Roads (see also Map 9)	Description	Proposed Timeframe
1. Holscher Road, from CTH MN/Broadhead Street to Siggelkow Road	Reconstruction as an urban roadway, including curb, gutter, sidewalk, on-street bike lanes, sanitary sewer main, water main, and storm sewer.	2017
2. CTH MN, Broadhead/Main/Farwell Street segments from Marsh Road to Taylor Road	Pavement rehabilitation, on-street bike lanes, and streetscaping including decorative lighting, pedestrian enhancements, street trees, and other improvements. Joint Village/County project. See also Map 8 in Economic Development chapter.	2017
3. CTH MN, Farwell Street segment from Taylor Rd to USH 51	Pavement rehabilitation, sidewalks, on-street bike lanes, storm sewer, and streetscaping including decorative lighting, pedestrian enhancements, street trees, and other improvements. Joint Village/County project. See also Map 8 in Economic Development chapter.	2018
4. Siggelkow Road, from Terminal Drive to Marsh Road	Pavement resurfacing and widening for continuous on-street bike lanes. Joint project with City of Madison.	2018
5. Elvehjem Road/Creamery Road, east to CTH AB	Reconstruction as an urban roadway, with specific improvements to be determined.	2020-21
6. Marsh Road	Reconstruction, including storm sewer and on-street bike lanes. Other specific improvements to be determined.	2021-2025
7. Exchange Street	Reconstruction, including water main and on-street bike lanes. Other specific improvements to be determined.	2021-2025
8. USH 51, from McFarland to Stoughton	WisDOT reconstruction project, based on the outcome of current study. See associated initiative in Transportation chapter.	2021-2025
9. Highway 12/AB interchange	WisDOT project, likely including realignment of CTH AB to the east and its reconstruction south to Siggelkow Road. Included due to significance for economic development on McFarland's east side. See also Map 7 and Economic Development chapter.	2021-2025
10. Valley Drive	Reconstruction, with specific improvements to be determined.	2025+
11. Terminal Drive, from Siggelkow Road to USH 51	Reconstruction as an urban roadway, with specific improvements to be determined.	Coincide with redevelopment, 2021+
12. CTH MN, from Holscher Road to CTH AB	Reconstruction as an urban roadway, with specific improvements to be determined.	Coincide with development, 2021+
13. CTH AB, from Elvehjem Road to CTH MN	Reconstruction as an urban roadway, with specific improvements to be determined.	Coincide with development, 2021+
14. Northerly extension of CTH AB roadway, from CTH MN/AB intersection to Siggelkow Road CTH AB	Major east side north-south connector. Per the Village's Official Map and East Side Neighborhood Growth Area Plan.	Coincide with development, 2021+
15. Siggelkow Road, from Catalina Parkway to CTH AB	Reconstruction as an urban roadway, with specific improvements to be determined.	Coincide with development, 2021+



Sanitary Sewer and Water	Description	Proposed Timeframe
16. Completion of Wellhead Protection Plan	Intended to define recharge areas for each of the Village's wells, and propose approached to limit potential sources of contamination in those areas. Zoning regulations, such as a wellhead protection overlay zoning district, may be an appropriate implementation action.	2017-2018
17. Construction of Municipal Well #5	The Village has secured a well site within Parkview Estates.	Timing will be driven by sufficient new development on the Village's east side
18. Upgrades to Sanitary Sewer Lift Station #2	This lift station, located near the southern edge of the Village, may require a sequence of capacity upgrades, as follows: Phase 1—pump upgrade; Phase 2—force main upgrade to USH 51; Phase 3—gravity interceptor upgrade. Phases may be combined.	Timing will be driven by sufficient new development on the Village's east side
19. Construction of Southeast Interceptor	This planned interceptor would serve the near east side "Future Gravity Flow Sewer Basin" on Map 9 (Basin A), to serve future development in this basin, particularly lands south of CTH MN. This project may allow Sewer Lift Station #5, along Holscher Road, to be replaced or relocated.	Timing will coincide with the next development at the Village's east edge
20. Construction of far east Interceptor(s)	One or two future interceptors would be required to provide sanitary sewer service to the far east "Future Gravity Flow Sewer Basins" on Map 9 (Basins B and C). Given the limited developable land in the far eastern basin (C), adjacent to the Interstate, that basin may be best served by a lift station to pump waste to Basin B.	Development driven; almost certainly after 2021
21. Upgrade to New Force Main for Sewer Lift Station #1	This lift station is located on Taylor Road south of Siggelkow Road. Project would involve construction of a new lift station.	2025+
22. Participate in "Vahara Wins" Effort	Description This is a multi-community effort coordinated by the Madison Metropolitan Sewage District (MMSD) to meet State requirements for Total Maximum Daily Load (TMDL) reductions into Dane County waterways. The current Village financial commitment is 5 years.	Proposed Timeframe 2017-2022+, if agreement is renewed
23. Address West Side Stormwater Bottleneck	During periods of heavy rain, the intersection of Valley Drive and Cook Street have had street flooding, which has occasionally risen onto adjacent private lots. Solutions may include downstream system improvements and/or a stormwater basin in the Valley/Cook area following acquisition of land from willing seller(s).	2021-2025
24. Investigate Options for Lagoon	The lagoon is located on the far west side of the Village, west of Highway 51 and north of Burma Road. Over the years, it has been silted up. This has affected its appearance and navigability. Dredging is one option that could be considered.	2021-2025



Community Facilities	Description	Proposed Timeframe
25. Recycling/Solid Waste Collection	Village contracts with private hauler, which uses Village equipment.	RFP and contract with selected hauler every 5 years
26. Hazard Mitigation	The Village intends to participate in County Hazard Mitigation Plan updates.	2017, and every 5 years thereafter
27. Public Works Facility (includes Public Works, Parks Maintenance, Facilities Maintenance, and Water and Sewer Utility Departments)	May need expansion to facilitate community growth. The facility was built to allow building expansion to the east or north.	Development driven; likely 2021+
28. Municipal Center (includes administration, Senior Services, Police, Fire, and Emergency Medical Services)	Police, Fire and Rescue, and Senior Services departments have all identified space constraints. See "Prepare and Implement a Municipal Campus Master Plan" initiative later in the Utilities and Community Facilities chapter.	Facility plan in 2017; construction resulting from that facility plan potentially by 2018-2019
29. Community Center	Community has expressed significant interest in a community center. See related initiative in Culture and Community Character chapter. Youth center may require a new home by 2019, and senior offerings are limited in Municipal Center. The Village will investigate options for development of a multi-generational community center. Coordinate with Municipal Campus planning.	Plan in 2017; construction in 2018 or 2019 to enable continuation of youth center
30. Library	Will be part of Municipal Campus Master Plan. Regardless, upgrades to air conditioning, furniture, and computers are planned.	Plan in 2017; upgrades by 2021
31. Cemeteries	Encourage Cemetery Association to pursue land for expansion, likely to the north along Holscher Road	2017-2018
32. Schools	In November 2016, School District obtained voter approval of a referendum that enabled McFarland Primary School demolition; Conrad Elvehjem building addition and a new parking lot; Waubesa Intermediate School multipurpose addition; Indian Mound Middle School classroom and gymnasium addition; and McFarland High School auditorium, pool, and classroom additions; and relocation of outdoor athletic facilities. See related initiative in Intergovernmental Cooperation chapter.	2018-2020
33. Childcare Facilities	The Village relies on the private market to meet childcare needs, in combination with the School District's 4K program.	Ongoing
34. Medical Facilities	The Village relies on the private market, except for limited senior services. The clinics once located in the Village have moved to merge with larger corporations. The Village supports re-introduction of private health care providers to McFarland, improved in-home care options, and improved transportation to facilities outside of the Village.	Ongoing
35. Telecommunication Facilities	The Village will work with providers to expand broadband service, including installing conduit with new road and utility projects.	Ongoing
36. Upgrade Brandt Park	NEED SOME HELP ON WHAT WILL BE DONE	Proposed Timeframe 2017
37. Construct Grandview Marsh Trail	NEED SOME HELP ON WHAT WILL BE DONE	2017
38. Develop Community Park	This initiative is explored elsewhere in this volume. Map 9 suggests five potential alternative sites. The most appealing may be an expansion of Urso Park to the east, to enable athletic fields and larger community events.	Planning 2017-2019, Construction 2020-2021
39. Update the Outdoor Recreation & Open Space Plan	This park system plan will provide further ideas and details on proposed park system improvements. It should be updated every five years to maintain grant eligibility. As part of next update, investigate opportunities for the park behind Pic 'n' Save, a merger of sorts between Brandt and McDaniel Parks, and a downtown family-oriented recreation destination (e.g., interactive fountain).	2019, 2024





2. Prepare and Implement a Municipal Campus Master Plan

The Village intends to complete, and then implement, a master plan for its 40,000 square foot Municipal Building and the 18,000 square foot Public Library building across Milwaukee Street. The idea is to consider each of the downtown sites in combination. Both buildings are structurally equipped to add a second story.

Major needs appear to be as follows:

- **Police Department:** Increasing call volume is creating a demand for more staff hours, which in turn may require more square footage.
- **Fire and Rescue Department:** Department needs include staff space capacity, fully occupied vehicle bays, space for equipment storage, and lack of training space.
- **Senior Outreach Services:** McFarland is currently unable to deliver some social services for seniors given space constraints in the Municipal Center. See related initiative in the Culture and Community Character chapter.
- **E.D. Locke Public Library:** The Library Board completed a strategic plan in 2015 that advised a further space study in the following three years.
- **New Community Center:** The Village intends to investigate opportunities for a new community center space that will address senior needs and be equally welcoming to youth, and all McFarland residents. This space could possibly be built as a second story addition to the Library or Municipal Center, though there are many locational options including various infill sites, Village park land, and the School District property. For further discussion on the Community Center



The McFarland Municipal Campus is centrally located in the Village's downtown. (Source: Dane County DCiMap)

concept, see the initiative titled “Collaborate on Development of an Intergenerational Community Center” in Chapter 3—Culture and Community Character.

The master plan will be constructed around detailed maps and building improvement plans that will highlight proposed changes. To properly guide implementation, the master plan should also include a phasing schedule and construction cost estimates. This information will assist with capital improvement planning and grant applications.

3. Site and Acquire an East Side Community Park

Long recommended in Village plans, a larger community park east of the currently developed parts of the Village could become home for athletic fields, larger-space community events (e.g., McFarland Family Festival, Fourth of July fireworks), and possibly even a community pool. As depicted on Map 9, there are potentially several sites that could accommodate these activities. These include:

- Lands around the Hope Rod & Gun Club. If the Club is to remain in its current location, minimizing housing exposure around that property may be sound policy.
- In conjunction with the School District, on or adjacent to its undeveloped site at the southeast corner of Highway MN and Holscher Road. Pending renovations to the McFarland High School may include the relocation of soccer and baseball fields, possibly to this site. Co-development with Village recreational fields is possible.
- Undeveloped and challenging-to-develop land further east, near the southeast corner of Highways MN and AB.
- Land adjacent to John Erso Park and the Dane County’s Lower Mud Lake Natural Area, southwest of the intersection of Elvehjem Road and Highway AB. Acquisition and development could be a collaborative effort between the Village and Dane County, and the combined expansive area could provide a wide variety of active and passive recreational opportunities. This appears to be the preferred site.



Together with the City of Madison, the Ho-Chunk Nation is actively exploring the development of an indoor/outdoor recreation complex northeast of McFarland, near the Yahara Hills Golf Course. The new facility is likely to be designed to serve City, regional, and tournament needs. The project may include several indoor and outdoor athletic fields and courts, and more will be known once the feasibility study for this project is completed in 2017. Both the Village and the McFarland School Districts are advised to monitor that project, and align their own efforts to complement and not try to compete.



4. Update the Village's Outdoor Recreation & Open Space Plan

The Village's Outdoor Recreation & Open Space Plan guides the development, reuse, preservation, and acquisition of land for parks, recreation trails, and other open spaces. The Village adopted the current plan in 2013. An update every five years keeps the Village eligible for matching grant funds through the Federal Land and Water Conservation Fund (LAWCON) and the State of Wisconsin Stewardship Fund.

The next update to the Outdoor Recreation & Open Space Plan will likely explore many exciting opportunities. During this comprehensive planning process, the following opportunities were suggested for investigation as part of the next update:

- **Evolve McFarland's Parks:** As McFarland has grown and demographics and interests have evolved, the demand for recreational space and activities has also changed. In some cases, facilities and equipment are old and/or mismatched to the population living in the area. This suggests a need to improve existing recreational facilities, and provide additional and different facilities. The updated plan could explore a unique identity and distinguishing facilities for each park. As resources allow, the update could feature redevelopment master plans, or at least fresh ideas, for William McFarland Park and Legion Memorial Park as just two examples.
- **Potentially Merge McDaniel and Brandt Parks:** The Village may explore the combination of these two parks through the acquisition of intervening properties and/or design efforts. For example, a small in-between site could be positioned as a regional bicycling trailhead, in conjunction with completion of the adjacent Lower Yahara River Trail.
- **Explore a downtown family-oriented recreational amenity:** As further described in the Economic Development chapter, the Village may explore development of an exciting, unique recreational facility in the downtown area. This could include, for example, an interactive fountain or waterfall, with the space possibly doubling as a skating rink or small concert space in the off-season. The Village could also better communicate a sense of arrival into the downtown by

using new McFarland branding concepts on significant gateway signage—see Map 8 and the Economic Development chapter for further detail.

- **Enhance accessible outdoor play:** Playgrounds that provide children of varying abilities a range of experiences that allow them the developmental and physical benefits of unstructured play are often called accessible or boundless playgrounds. The Village may aim to develop recreation infrastructure plans for space and usage that particularly include park equipment for special needs children. As a resource, the Village could possibly partner to work with occupational therapists and physical therapists who are already affiliated with the McFarland School District and acquainted with children in the McFarland community.



- **Improve facilities for pedestrians and cyclists:** The updated plan could continue to depict and advance McFarland’s park and trail system, based on the Bicycle and Pedestrian System recommendations included in this volume (see Chapter 8—Transportation and Map 10).

A wheelchair platform swing at a recently updated park in Evansville, Wisconsin enables wheelchair users to safely enjoy swinging in the comfort of their own chair.

- **Advance the McFarland brand:** The updated plan can help align the park system with a new McFarland brand. See Chapter 3: Culture and Community Character for more information on community branding. Ultimately, all McFarland parks ought to display consistent signage with the community’s logo or brand marker for a unified overall theme.

MAP 10

BICYCLE AND PEDESTRIAN SYSTEM



COMPREHENSIVE PLAN

Legend

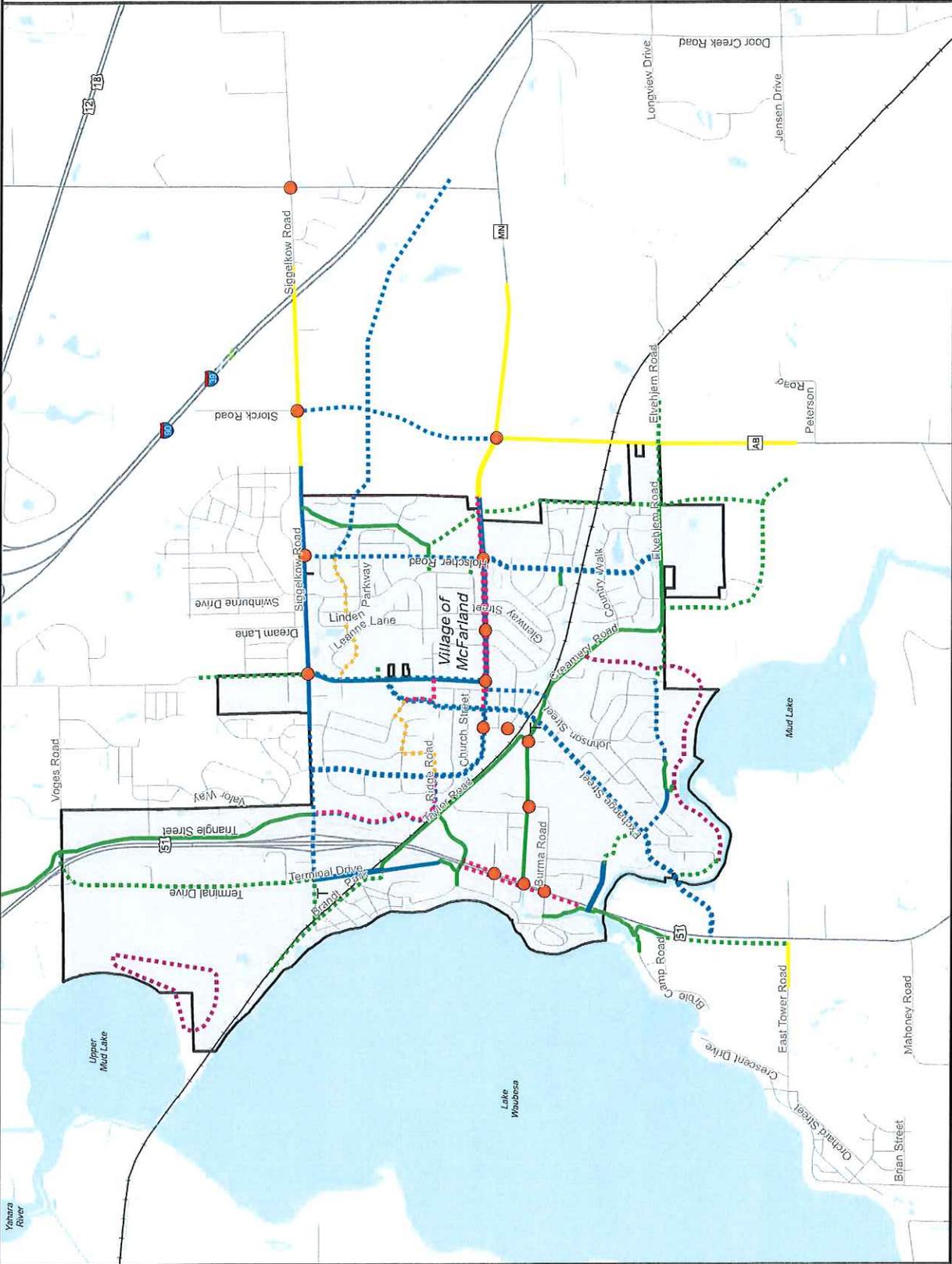
Existing Facilities

- On-Street Bike Lanes
- Off-Street Bike/Ped Paths
- Urban Escape

Planned Facilities

- Off-Street Ped Path
- On-Street Signed Routes
- On-Street Bike Lanes
- Off-Street Bike/Ped Paths
- Priority Sidewalks
- Trailhead
- Intersection Improvements

- Village of McFarland (2016)
- Interstate Highway
- United States Highway
- County and Local Roads
- Railroad
- Surface Water



Date: December 2016
 Data Sources: Village of McFarland, Town and County Engineering, Dane County, LLC, and CARPC



To: Village of McFarland Plan Commission
From: Mark Roffers, AICP, Planning Consultant
Date: December 14, 2016
Re: Draft Vision and Directions Volume—Revisit Land Use Chapter/Map, Review Economic Development and Utilities/Community Facilities Chapters

As agreed at its November meeting, the Plan Commission is now scheduled to take four meetings to review initial draft chapters of the Vision and Directions volume. I've attached a revised project timeline. The overall effect will be to postpone final plan adoption to the early summer of 2017.

I'll also keep this running list of our progress in review of each of the proposed chapters:

1. Introduction and Community Vision: Consultant working on initial draft; plan to share in advance of January meeting.
2. Natural and Agricultural Resources: Consultant working on first draft; plan to share in advance of January meeting.
3. Culture and Community Character: Consultant working on first draft; plan to share in advance of January meeting.
4. Land Use: Discussed first draft at November meeting; revisiting map at December meeting.
5. Economic Development: First draft was included in November meeting packet, but will be reviewed at December meeting. Please bring your November copy.
6. Housing and Neighborhoods: Reviewed first draft at November meeting.
7. Utilities and Community Facilities: Will discuss first draft at December meeting.
8. Transportation: Intend to bring first draft to January meeting. However, see Maps 9 and 10, at the end of the Utilities and Community Facilities chapter, which double as planned transportation maps.
9. Intergovernmental Cooperation: Consultant working on first draft; plan to share in advance of January meeting.
10. Implementation: Consultant working on first draft; plan to share at in advance of January meeting.

Regarding the Future Land Use map, Pauline, Matt, and I had a conversation following the November meeting. The conversation focused around providing greater flexibility or generality regarding future land use designations over the parts of the Village's east side growth area closest to the Interstate.

To respond to this request, I suggest creating a new future land use category, called "Future Urban Development Area" or FUDA. This title reflects CARPC parlance. I have used this approach with success in several other communities before McFarland. The concept is that such FUDA areas will eventually be appropriate for urban development—in other words, development in the Village on public utilities. However, for reasons of lack of short-term development need, utilities, property owner interest in developing, transportation certainty (e.g., AB/12 interchange), and other factors, these are areas where the municipality determines that it is premature to fix a particular type of future land use or to signal somehow that development is likely to happen in the near term.

The first attachment is proposed description and policies for this new future land use category, which would be added at the end of Figure 4-1 of the Land Use chapter. The second attachment shows the land area to which I suggest we apply new category, in gray. The size and shape of this gray area is based on a few factors, including the boundaries of the Village's longest-term sanitary sewer basin (see Map 9), property lines, and recognition that the greatest future land use uncertainty lies just south of Siggelkow Road.

Another part of my proposal is to retain the discussion and map of an "east side economic opportunity area" in the Economic Development chapter. However, we may want to modify the discussion to indicate that this concept is pending other events, like when and how the AB/12 intersection is improved, what the Ho-Chunk Nation and City do on the intervening land, and property owner desires in the Future Urban Development Area.



Comprehensive Plan Meetings and Milestones Schedule

(Updated December 1, 2016; Subject to Further Change as Process Evolves)

Village Staff/Consultant Kick-off Meetings: *January 12 and 21, 2016*

- Discuss purpose and process for Comprehensive Plan update
- Discuss/refine public participation plan
- Finalize approach for Web-based communications and survey
- Identify community facility and utility conditions and needs
- Respond to questions related to completion of Conditions and Issues volume

Consultant Shares First Draft of Conditions and Issues Volume: *March 2016*

Plan Commission Meeting #1: *March 31, 2016*

- Share purpose and process for Comprehensive Plan update
- Discuss potential vision, themes, directions, and challenges for Plan
- Review draft web-based community survey

Plan Commission Meeting #2: *April 18, 2016*

- Finalize web-based community survey
- Assist with identification of community groups/committees with which to meet
- Present first draft of Conditions and Issues Volume of Plan and invite comments

Consultant Conducts Web-Based Community Survey: *April-June 2016*

Other Committee and Community Group Meetings (up to 14): *late April-July 2016*

- Meet with Community Development Authority (May 4th); Public Works Committee (May 10th); Parks, Recreation and Natural Resources Committee (June 16th); Public Utilities Committee (May 17th); Landmarks Commission (April 28th); Senior Outreach Committee (May 19th); and Public Safety Committee (July 13th)
- Meet with School District to coordinate planning processes and objectives (May 9th)
- Meet and talk with other stakeholder groups, including Chamber of Commerce (June 14th) and McFarland High School Student Advisory Group (May 19th)

Consultant Prepares Next Draft of Conditions and Issues Volume of Plan: *July 2016*

Consultant Proposes Draft Materials for Vision and Directions Volume: *August 7, 2016*

- Draft community vision statement/format
- Preliminary description of specific initiatives for volume
- Preliminary future conditions map adjustments

Plan Commission Meetings #3 and #4: *August 15 and 29, 2016*

- Review results of the other committee and stakeholder group meetings
- Review results of Web survey

- Review and revise preliminary vision, initiatives, and map changes for Vision and Directions Volume of Plan

Village Board Check-in Meeting: *September 26, 2016*

- Review outcomes of Plan Commission meetings #3 and #4
- Provide policy direction on vision statement, initiatives, and relations to Board goals

Consultant Prepares First Draft of Vision and Directions Volume of Plan: *Sept-December 2016*

Plan Commission Meetings #5, #6, #7: *November 21 & December 19, 2016; January 16, 2017*

- Review and advise changes to first draft of Vision and Directions Volume
- Prepare for community presentation and input meeting
- Consider follow-up stakeholder meetings to review associated chapters during same period (e.g., CDA, Public Works)

Consultant Prepares Second Draft of Vision and Directions Volume of Plan: *Feb or March 2017*

Community Presentation on Draft Plan: *March or April 2017*

- Invite Board, public, members of earlier committees/groups, and adjoining/overlapping communities to attend and provide input

Consultant Prepares Approval Drafts of Both Plan Volumes: *April or May 2017*

Joint Village Board/Plan Commission Meeting/Hearing: *May or June 2017*

- Hold formal public hearing on Comprehensive Plan
- Plan Commission recommends Comprehensive Plan for Village Board adoption
- Board adopts Comprehensive Plan

Consultant Prepares Adopted Versions of Both Volumes of Plan: *July or August 2017*

- Also, follow distribution requirements under Section 66.1001 of Statutes

Future Land Use Category	General Description of Land Uses Allowed	Typical Implementing Zoning Districts	Development Policies (see also Village zoning, subdivision, stormwater management, and other ordinances)
<p>Future Urban Development Area (FUDA)</p>	<p>The Village has applied this future land use category to lands near the eastern edge of the Village's planned growth area. Lands designated as FUDA are appropriate for future urban (Village) development following extension of sewer, water, road, and other urban infrastructure and services. Such lands may be annexed to the Village and remain in agricultural or other rural uses for years, pending the property owners' and Village's future determination that they are ripe for more intensive development served by a full range of urban services.</p>	<p>Upon annexation to the Village, A1 Agriculture-Transition and other zoning districts consistent with the then-current use of the land. Development-based zoning districts will be assigned following future amendment to this Comprehensive Plan, per the policies to the right.</p>	<ol style="list-style-type: none"> 1. Within the area mapped as FUDA, enable the continuation of farming, existing housing, and other rural uses, and generally limit new development per the Agricultural Preservation future land use category policies, until such time when the Village identifies that particular mapped area as appropriate for more intensive development through amendment to this Comprehensive Plan and the Urban Service Area. 2. Approve non-farm development projects within the FUDA only if designed and laid out to not impede the orderly future development and extension of utilities and roads when Village designates the area as appropriate for more intensive development. 3. Consider amending this Comprehensive Plan to redesignate all or part of the FUDA to one or more specific development-based future land use categories, once the Village determines that the following standards are met: <ol style="list-style-type: none"> a. The Village has received a property owner request for more intensive development following annexation. b. The property owner or developer has submitted a conceptual development plan for the property, showing proposed land use patterns, existing and proposed roads and trails including connections to adjacent properties, proposed parks or other recreational spaces, stormwater management systems, and environmentally sensitive areas. c. There is a plan for extension of public utilities, which is feasible, cost-effective, and environmentally sound. d. The proposed development is justified by community growth forecasts or by a particular identified community need, such as for economic (generally non-residential) development. e. The proposed development will not have a substantial adverse effect upon adjacent property, the planned character of the area, the environment, or the fiscal health of the Village.

Draft addition to Figure 4-1 in Land Use chapter

MAP 6

FUTURE LAND USE



COMPREHENSIVE PLAN

Legend

Future Land Use

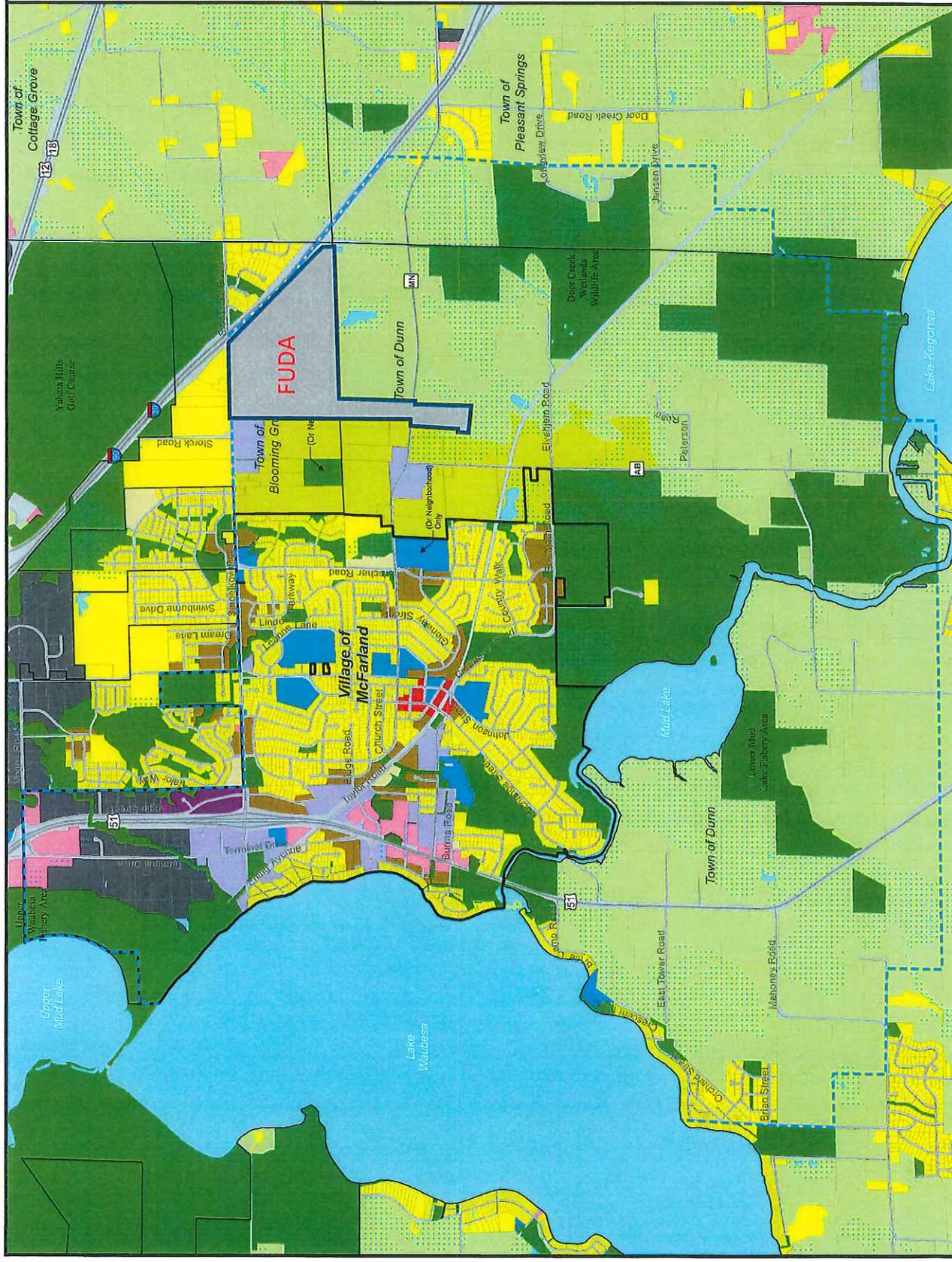
- Single Family Residential
- Two Family and Townhouse Residential
- Multiple Family Residential Neighborhood
- Downtown
- Highway and General Commercial
- Commercial Park
- Industrial
- Mixed Use/Flex Commercial
- Institutional and Governmental
- Public Lands, Recreation, and Environmental Corridor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

- Village of McFarland Extraterritorial Jurisdiction Boundary
- Village of McFarland Limits (2016)
- Other Municipal Limits (2016)

Shapes on this map represent the Village's general recommendations for future land use within the Village and its extraterritorial jurisdiction. Actual boundaries between different use categories and associated zoning districts may vary somewhat from representations on this map. Beyond the Village's extraterritorial jurisdiction, existing (2016) land use from a CAP land use map is shown. The City of McFarland's Marsh Road Neighborhood area where recommendations of the City's future land use recommendations are shown.



Date: October 2016 (V2)
 Data Sources: Village of McFarland, Dane County LIO, WDNR, and CARPC



ORDINANCE NO. 2015-08

AN ORDINANCE REGULATING TOURIST ROOMING HOUSES

*Must be
owner
occupied?*

Purpose: To regulate short term rental of dwellings in residential neighborhoods.

Sponsor: Community Development Director

Recommended Referral: Plan Commission and Public Safety Committee

Public Hearing: None required.

The Village Board of the Village of McFarland do hereby ordain as follows:

1. Article XI of the McFarland Municipal Code is hereby created to read as follows:

“Article XI. – Tourist Rooming Houses.

§11-350 Purpose. The purpose of this Article is to ensure that the quality of tourist rooming houses operating within the Village is adequate for protecting public health, safety and general welfare, including establishing minimum standards of space for human occupancy and for an adequate level of maintenance; determining the responsibilities of owners, operators and property managers offering these properties for tourists or transients, to protect the character and stability of residential areas of the Village; to provide minimum standards necessary for the health and safety of persons occupying or using buildings, structures or premises; and provisions for the administration and enforcement thereof. The Village Board specifically finds that use of single family residences in the Village for short term rental creates the increased potential for adverse impacts on single family neighborhoods. The increased potential for adverse impacts is due to a higher degree of residential use and occupancy by vacationers who may tend to more frequently keep different hours engaging in recreational and social activities than the permanent residents in the surrounding neighborhood. Further, lacking any connection to the surrounding neighborhood, are less likely to be sensitive to the needs and concerns of neighbors. Finally, the lake side neighborhoods in which tourist rooming houses may be most likely to operate in the Village typically have small lots with homes very close to one another thereby increasing the potential for conflicts or disturbances.

§11-351 Definitions. In this Article:

“Bed and Breakfast Establishment” means any place of lodging that satisfies all of the following:

- (1) Provides 8 or fewer rooms for rent to no more than a total of 20 tourists or transients.

(2) Provides no meals other than breakfast and provides the breakfast only to renters of the place.

(3) Is the owner's personal residence.

(4) Is occupied by the owner at the time of rental.

*payment
place of
residence*

(5) Was originally built and occupied as a single-family residence, or, prior to use as a place of lodging, was converted to use and occupied as a single-family residence.

"Dwelling Unit" means a structure consisting of one (1) or more rooms with provisions for living, cooking, sanitary, and sleeping facilities and a bathroom designed for or suited to the exclusive use by one (1) person or one (1) family.

"Hotel" means all places wherein sleeping accommodations are offered for pay to transients, in 5 or more rooms, and all places used in connection therewith. "Inn", "motel" and "hotel" are synonymous.

"Local Agent" means any person that, subject to the conditions established in Section 11-352, owns a tourist rooming house, or is authorized by the owner of a tourist rooming house to manage a tourist rooming house.

"Short Term Rental" means the rental of a dwelling unit for a period of less than 29 consecutive days.

"Tourist Rooming House" means any dwelling unit where sleeping accommodations are offered for pay on a short term rental basis to tourists or transients except that the following are expressly excluded:

(1) Bed and breakfast establishments.

(2) Hotels.

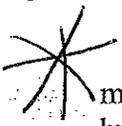
(3) Any private boarding or rooming houses, ordinarily conducted as such, that do not accommodate tourists or transients.

"Tourist or Transient" means a person who travels from place to place away from his or her permanent residence for vacation, pleasure, recreation, culture, business or employment.

§11-352 Operation of Tourist Rooming Houses.

(a) No person may operate or permit property the person owns to be operated as a tourist rooming house without a tourist rooming house permit.

(b) Every tourist rooming house shall be operated by a local agent. The local agent shall:



(1) if a natural person, keep their permanent residence within fifteen (15) miles of the tourist rooming house, or if a property management company or similar business entity, have offices within fifteen (15) miles of the Tourist rooming house;

(2) be authorized as owner, or on behalf of the owner of the Tourist rooming house, to accept service of all notices from the Village or service of legal process relating to any and all matters relating to the Tourist rooming house;

(3) be authorized to allow Village officers, employees, or agents, to enter the owner's property for purposes of inspection and enforcement of this Article or any other ordinance, statute, rule or regulation the Village may have the duty or authority to enforce;

(4) be authorized act as owner, or on behalf of the owner, of the Tourist rooming house in all matters relating to dealing with renters of the Tourist rooming house;

(5) be authorized to undertake, or cause to be undertaken, any repair or act of maintenance of the Tourist rooming house necessary to comply with any Village ordinance, or any applicable state building regulations.

(6) subject to Wis. Stats. §§111.321, 111.322 and 111.335 has not been convicted of or have any pending charges for any offense as a felony, misdemeanor, or civil forfeiture, involving dishonesty, fraud, deceit, robbery, the use or threatened use of force or violence upon the person of another, or sexual immorality under Wis. Stats. Chap. 944; and

(c) Each tourist rooming house, in addition to the permit under this Article, shall have and maintain the following licenses and permits:

(1) all required permits from State of Wisconsin Department of Health Services or authorized agent including a permit for operation of a tourist rooming house under Wis. Stats. §254.64;

(2) a seller's permit issued by the Wisconsin Department of Revenue.

(d) No tourist rooming house shall be located within 1000 feet of any other tourist rooming house as measured by a straight line from the nearest property line of each tourist rooming house. Any tourist rooming house lawfully operating under a permit issued pursuant to Wis. Stats. §254.64 as of the effective date of this ordinance and which is located within 1000 feet of any other such tourist rooming house shall be exempt from the 1000 foot spacing requirement as to the other lawfully existing tourist rooming houses provided that within 120 days of the effective date of this Article, an application meeting all of the

requirements of this Article is submit and subsequently approved. Any tourist rooming house benefitting from this exemption shall lose the exemption if it fails to maintain a valid permit under this Article or Wis. Stats. §254.64 for a continuous period of one year or longer.

§11-353 Tourist Rooming House Permit.

No person may operate or permit to be operated a tourist rooming house in the Village of McFarland except upon receipt of a permit under this Article and subject to all the terms and conditions thereof. Any existing tourist rooming house, lawfully operating under a permit issued pursuant to Wis. Stats. §254.64 shall have 120 days from the effective date of this Article to submit an application meeting all of the requirements under this Article. If no such application is filed on a timely basis, or if such application is denied,

§11-354 Application.

(a) All applications for a new tourist rooming house permit or renewal shall be filed with the Village Clerk on forms provided by the Village Clerk. All new applications must be filed by the property owner. Renewal applications may be filed by the local agent. Each applicant shall certify to the Village that the tourist rooming house included in the permit is in compliance with the provisions of this Chapter. No permit shall be issued unless the completed application form is accompanied by payment of the required fee.

(b) Each application for a new permit shall include the following information and documentation for each tourist rooming house:

- (1) A nuisance response plan as described in Section 11-359.
- (2) State of Wisconsin Department of Health Services Permit for a tourist rooming house issued under Wis. Stats. §254.64.
- (3) A copy of a completed State Lodging Establishment Inspection form dated within one (1) year of the date of issuance or renewal.
- (4) Proof of Liability Insurance. Such insurance shall be a Commercial General Liability, Hotel or Short-Term Rental Policy that specifically covers liabilities arising from rental of the tourist rooming house for Short-Term Rentals. The policy shall provide no less than \$1,000,000 coverage, per occurrence. Claims-made coverage shall not be acceptable insurance under this Article.
- (5) Seller's Permit from the State of Wisconsin Department of Revenue.
- (6) Floor plan and requested maximum occupancy.
- (7) Site plan including available onsite parking.
- (8) Property Management or Local Agent Agreement.
- (9) Designation of the local agent.

(10) Any other information requested on the application form deemed necessary in the reasonable discretion of the Village Clerk to evaluate the Application under this Article.

(c) Applications for renewal of a permit filed by local agents are not required to include the documentation for each individual tourist rooming house for items listed in paragraphs (6) through (9) unless the information has changed from the preceding Application.

§11-355 Terms and Filing Date. Each permit shall run from July 1 through June 30 of the following year. All applications must be filed by May 1st of each year. The filing fee shall be paid upon filing of the application. The Clerk may conditionally accept late applications, subject to payment of the late filing fee. Any application which does not include all of the information and documentation shall not be considered as complete.

§11-356 New Application Review Procedure. (a) Committee Review. When satisfied that the application is complete, the Village Clerk shall forward initial applications for permits to the Public Safety Committee for review. If the application is filed 14 days or more prior to its next scheduled meeting, provided the application is complete, the application shall be considered at that meeting. Otherwise, the application, provided the application is complete, will be considered within 40 days of the filing date. The Public Safety Committee shall consider the application and supporting documents. If the Committee determines that the application meets the requirements of this Article it shall forward the application to the Village Board for approval. If the Committee determines that the application does not meet the requirements of this Chapter, it shall deny the application. Any denial or conditional approval by the Committee shall be in writing setting forth the reasons for the determination.

(b) Village Board. The Village Board shall consider the application and the recommendation of the Public Committee at its next scheduled meeting. The Village Board may approve, approve with conditions, or deny the application. Any denial or conditional approval by the Village Board shall be in writing setting forth the reasons for the determination. No approval shall be effective until the tourist rooming house has been inspected by the Building Inspector and Fire Inspector and found to contain no violations affecting the health or safety of occupants within one year of the application or renewal application filed with the Village Clerk.

(c) Issuance. The Village Clerk shall issue a permit for each tourist rooming house approved by the Village Board, subject to any required inspections under subsection (b) and payment of taxes, assessments and claims under Section 11-1. The permit shall contain all of the following information:

1. The name and address of the property owner.
2. The name, address and phone number of the local agent.
3. The maximum occupancy for the premises.
4. The permit term.
5. State lodging permit number.

6. Contact information for the Village.

§11-357 Renewal.

(a) Upon receipt of any renewal application and determination that the application is complete, the Village Clerk shall request reports from the Police Department and the Director of Community Development regarding any complaints received, calls for service or actions taken regarding the permitted properties. The Clerk shall issue renewal licenses within ten (10) days of the filing of the application unless the information provided is incomplete or otherwise not in compliance with the requirements of this Article or the reports from the Police Department and the Zoning Administrator indicate that there have been complaints or actions involving the property.

(b) If the Clerk finds that the license or permit should not be renewed because the application demonstrates that the requirements of Sections 11-352(b) and (c) and 11-354(a) and (b) are not met, or that due to complaints or actions during previous permit year, the application should be considered by the Public Safety Committee, the Clerk shall forward the application to the Public Safety Committee for action along with a written explanation of the reason for referral. Upon referral to the Public Safety Committee the procedures set forth in Section 11-356 shall apply.

§11-358 Inspections.

(a) Each separate unit which is offered for rental as a tourist rooming house is required to be inspected annually by the State and the Village Fire Inspector. If the State fails to inspect the tourist rooming house, the applicant may request that the building inspector conduct the inspection.

(b) If the Building Inspector conducts the inspection, the holder of a permit or license shall be responsible for payment of the inspection fees.

(c) If the Building Inspector or Fire Inspector at any time is unable to conduct an inspection due to denial of access, the tourist rooming house shall not operate until it has passed the inspection.

§11-359 Content of Nuisance Response Plans.

Each nuisance response plan accompanying an application for a permit required by this chapter shall contain the following information and otherwise be in a form required by the Village Clerk:

(a) The mailing address and telephone number of the owner or owners of the residential dwelling unit or units to be used as a short-term vacation rental pursuant to the permit;

(b) The name, address and telephone number of the local agent(s) who will be available by telephone, and who will be responsible for promptly responding to or causing a

prompt response to a nuisance complaint arising out of the occupancy or use of the short term rental by tenants, their visitors or their guests. For the purposes of this Section, a return telephone call to a complainant within 45 minutes of the initial complaint shall be deemed "prompt".

(1) No more than a total of three persons shall be designated in the response plan as a person responsible for responding to or causing a response to a nuisance complaint; and

(2) Only one such person shall be designated as the person responsible for responding to a nuisance complaint during any particular hours of the day, different days in a week, or different weeks of the year;

(3) Any such person designated shall have the powers of a local agent.

(c) The manner of responding to or causing a response to a nuisance complaint, including but not limited to the manner in which the complainant or complainants will be notified of the response and the method of documenting prompt responses and timely corrective action.

(d) The manner of assuring timely corrective action to remedy the conditions that caused the nuisance complaint. For the purposes of this chapter, "timely corrective action" shall include, at a minimum, a telephone call to the primary adult occupant of the short-term vacation rental within 30 minutes of the initial nuisance complaint.

(e) The proposed maximum number of overnight occupants.

(f) The number of off-street parking spaces and number of bedrooms available at the short-term vacation rental.

§11-360 Display of Permit. Each permit shall be displayed on the inside of the main entrance door of each tourist rooming house.

§11-361 Standards for Tourist Rooming Houses. Each tourist rooming house shall comply with all applicable Village Ordinances and all the following requirements:

(a) Space, Occupancy and Parking. Each tourist rooming house shall have:

(1) not less than one bathroom for every six occupants;

(2) not less than 150 square feet of floor space for the first occupant thereof and at least an additional 100 square feet of floor space for every additional occupant thereof; the floor space shall be calculated on the basis of total habitable room area. Floor space is determined using interior measurements of each room. Floor space does not include kitchens, bathrooms, closets, garages, or rooms not meeting Uniform Dwelling Code requirements for occupancy.

(3) a maximum occupancy for any premises without a separate enclosed bedroom is two people;

(4) not less than one and one quarter onsite off-street parking spaces for every four occupants based upon maximum occupancy.

(b) Safety Requirements. Each tourist rooming house shall have:

(1) a safe, unobstructed means of egress leading to safe, open space at ground level;

(2) functional smoke detectors and carbon monoxide detectors in accordance with the requirements of Wis. Admin. Code Chap. SPS 362;

(3) no accessible wood burning fireplace unless the owner provides a certificate from a licensed commercial building inspector, dated not more than thirty (30) days prior to submission, certifying that the fireplace and chimney have been inspected and are in compliance with National Fire Prevention Association Fire Code Chapter 211 Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances.

(4) no hibachi, gas-fired grill, charcoal grill, or other similar devices used for cooking, heating, or any other purpose on any balcony, deck or under any overhanging structure or within 10 feet of any structure.

(c) Orderly Operation and Use

(1) The owner and local agent shall comply with all terms of an approved nuisance response plan.

(2) No tourist rooming house shall permit any number of daytime guests of renters in excess of 100% of the maximum occupancy limit of the tourist rooming house to be present on the property at any time.

(3) The owner shall require the primary overnight and daytime occupant of the tourist rooming house to be an adult 18 years of age or older. This adult shall provide a telephone number to the owner or local agent and shall be accessible to the owner or local agent by telephone at all times.

(4) Prior to occupancy, the owner or local agent shall obtain the name, address, and driver's license number or a copy of the passport of the primary adult occupant of the tourist rooming house. The owner shall require that adult to sign a formal acknowledgement that he or she is legally responsible for compliance of all occupants of the tourist rooming house or their guests with all provisions of this chapter. This information shall be readily available upon request of any police officer or employee of the city authorized to enforce this chapter or state law.

(5) Trash and refuse shall not be left stored within public view, except in proper containers for the purpose of collection. The owner of the tourist rooming house shall provide sufficient trash collection containers and service to meet the demand of the occupants.

(6) Each lease or rental agreement for a tourist rooming house shall include the following terms, notifications and disclosures, which shall also be posted in a conspicuous location inside the unit:

- a. The maximum number of overnight occupants and day use visitors that are permitted.
- b. The number of off-street parking spaces that are provided.
- c. Notification that on-street parking is extremely limited in some areas of the Village.
- d. The trash pick-up day and applicable rules and regulations pertaining to leaving or storing trash or refuse on the exterior of the property.
- e. Notification that the occupant may be cited or fined by the Village or immediately evicted by the owner or local agent, in addition to any other remedies available at law, for violating any other provisions of this Article.
- f. Notification that failure to conform to the occupancy requirements of the tourist rooming house is a violation of this Article.
- g. Notification that amplified sound, including radios, televisions and other electronic devices are subject to the Village's noise regulations as set forth in Sections 20-58, 20-59, 20-77, 20-79 and 20-80, copies of which shall also be provided.
- h. A recommendation that the occupant participate voluntarily in neighborhood quiet hours by avoiding parties and loud social events between the hours of 10:00 p.m. and 7:00 a.m.
- i. The name of the owner of the unit, local agent and a telephone number at which at least one or the other may be reached at all times.
- j. A copy of the "Good Neighbor Guidelines" which may from time to time be prepared by the permit administrator. These guidelines may include location-specific information, such as local speed limits and parking limitations.

- k. A copy of this Article and Sections 20-58, 20-59, 20-77, 20-79 and 20-80 of the McFarland Municipal Code, as it may be amended from time to time.

(7) Upon receipt of a nuisance complaint or upon notification that any occupant or guest of the short-term vacation rental has created unreasonable noise or disturbances, engaged in disorderly conduct, or committed violations of the McFarland Municipal Code or any state law, the owner or local agent shall promptly respond and take timely corrective action to prevent a recurrence of such conduct by those occupants or guests. Failure of the owner or local agent to respond promptly or to take timely corrective action regarding the condition, operation, or conduct of occupants of the tourist rooming house shall be a violation of this chapter. An owner or local agent is not required or authorized to act as a peace officer or to intervene in situations that pose a risk to personal safety. The owner, or local agent, shall maintain records of the name, violation, date, and time of each complaint, disturbance, response and corrective action.

(8) The owner or local agent shall keep written records documenting compliance with all elements of the performance standards and the approved nuisance response plan.

§11-362 Fees.

- (a) Permit Fees (per tourist rooming house).
 - (1) Initial Permit application fee - \$500, plus \$50 for each non-owner local agent.
 - (2) Renewal Permit application fee - \$100.
 - (3) Change or addition of local agent - \$50.
- (b) Inspection Fees.
 - Building Inspection - \$100
 - Fire Inspection - \$100

§11-363 Enforcement and Penalties. The following penalties shall be assessed for violations of this Article:

(a) A violation of Section 11-353 shall be punishable by a forfeiture of not less than Five Hundred Dollars (\$500), nor more than One Thousand Dollars (\$1,000) for each violation committed hereunder.

(b) Any other violation of any provision of this Article shall be punishable by a forfeiture of not less than One Hundred Dollars (\$100), nor more than Five Hundred Dollars (\$500) for each violation committed hereunder.

(c) In addition to any other penalty, any violation of this Article may result in the suspension or revocation of the permit as it applies to the tourist rooming house to which the violation relates or the permit relating to any other tourist rooming house owned or operated by the same owner or local agent, except that if any violation relates to actions or inactions on behalf of a non-owner local agent, no suspension or revocation may be imposed against any tourist rooming house owned by a different owner provided a different local agent is appointed within a reasonable period of time for the period the permit might otherwise be suspended or revoked.

(d) Penalties set forth in this section shall be in addition to all other remedies of injunction, abatement or costs whether existing under this Chapter or otherwise.”

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the ____ day of _____, 2015.

APPROVED:

Brad Czebotar, Village President

ATTEST:

Tracey K. Berman, Village Clerk

4846-4213-5080, v. 1

ORDINANCE 2015 - 06	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Adrian	Lytte
Brassington	Mooney
Czebotar	Utter, C
Kolk	
VOTING RESULTS	
Motion Carried:	
Motion Defeated:	

APPENDIX A—FEES

<i>Section</i>	<i>Description</i>	<i>Amount</i>
CHAPTER 2—ADMINISTRATION		
2-875(f)	Public records per-page fee for copies, certified or otherwise, of any document	\$0.25
CHAPTER 5—ANIMALS		
5-43	Dog and cat licenses:	
	Neutered male dog or cat/spayed female dog or cat	13.00
	Unneutered male dog or cat/unspayed female dog or cat	18.00
5-48(a)	Kennel license (per year)	100.00 (up to 12) plus \$3.00 each additional animal over 12
5-49	Late fee	5.00
CHAPTER 8—BUILDINGS AND BUILDING REGULATIONS		
8-208	Permit for razing buildings	100.00/Residential; 150.00/Commercial
8-281	Application for a permit to transfer, place or dump solid fill	50.00
	Additional fee per truck	10.00
8-341(a)	Fee for permit to move building or structure along public right-of-way	50.00
	Additional fee for building remaining on public highway (per day)	10.00
8-368(a)	Permit to construct a fence	50.00
8-401	Building permit fee to construct, erect, or alter a swimming pool—based on value:	
	\$0.00—\$1,000.00	50.00
	\$1,000.00—\$25,000.00	50.00 + 11.00 per \$1,000.00
	Over \$25,000.00	325.00 + 5.00 per \$1,000.00 over \$25,000.00
8-463(b)	Public water impact fee:	
	Size of meter	
	5/8-inch	650.00

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<i>Section</i>	<i>Description</i>	<i>Amount</i>
	3/4-inch	650.00
	1-inch	1,625.00
	1 1/4-inch	2,405.00
	1 1/2-inch	3,251.00
	2-inch	5,201.00
	3-inch	9,752.00
	4-inch	16,253.00
	6-inch and above	32,507.00
8-463(c)	Public water impact fee, April 1, 1998—September 30, 1998:	
	Size of meter	
	5/8-inch	175.00
	3/4-inch	175.00
	1-inch	438.00
	1 1/4-inch	648.00
	1 1/2-inch	875.00
	2-inch	1,400.00
	3-inch	2,625.00
	4-inch	4,375.00
	6-inch and above	8,750.00
8-463(c)	Public water impact fee, October 1, 1998—March 31, 1999:	
	Size of meter	
	5/8-inch	350.00
	3/4-inch	350.00
	1-inch	875.00
	1 1/4-inch	1,296.00
	1 1/2-inch	1,750.00
	2-inch	2,800.00
	3-inch	5,250.00
	4-inch	8,750.00
	6-inch and above	17,500.00
8-464(b)	Park improvement impact fee:	
	Type of development	
	Single-family	731.47
	Multifamily	443.93
8-465(b)	Public library impact fee:	
	Type of development:	
	Single-family	710.00
	Two-family or multifamily	431.00
8-487(b)(1)	Sign permit fee	50.00 + 2.00/sq. ft.

APPENDIX A—FEES

<i>Section</i>	<i>Description</i>	<i>Amount</i>
8-522	Building permit fees:	
	New buildings—residential:	
	Per square foot of building	0.15 min. \$125.00
	Certified municipal plan review	50.00
	Early start permit	150.00
	New buildings—commercial:	
	Per square foot of building	0.18 min. \$125.00
	Certified municipal plan review: Building plan	100.00
	Plan entry fee	100.00 + sq. ft. fee below
	Less than 2,500 square feet	250.00
	2,501—5,000 square feet	300.00
	5,001—10,000 square feet	500.00
	10,001—20,000 square feet	700.00
	20,001—30,000 square feet	1,100.00
	30,001—40,000 square feet	1,400.00
	40,001—50,000 square feet	1,900.00
	50,001—75,000 square feet	2,600.00
	75,001—100,000 square feet	3,300.00
	100,001—200,000 square feet	5,400.00
	200,001—300,000 square feet	9,500.00
	300,001—400,000 square feet	14,000.00
	400,001—500,000 square feet	16,700.00
	Over 500,000 square feet	18,000.00
	Certified municipal plan review: HVAC plan	
	Plan entry fee	100.00 + sq. ft. fee below
	Less than 2,500 square feet	150.00
	2,501—5,000 square feet	200.00
	5,001—10,000 square feet	300.00
	10,001—20,000 square feet	400.00
	20,001—30,000 square feet	500.00
	30,001—40,000 square feet	800.00
	40,001—50,000 square feet	1,100.00
	50,001—75,000 square feet	1,400.00
	75,001—100,000 square feet	2,000.00
	100,001—200,000 square feet	2,600.00
	200,001—300,000 square feet	6,100.00

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<i>Section</i>	<i>Description</i>	<i>Amount</i>
	300,001—400,000 square feet	8,800.00
	400,001—500,000 square feet	10,800.00
	Over 500,000 square feet	12,100.00
	Early start permit	250.00
	Repair work, additions or alterations to structures:	
	\$0.00 to \$1,000.00	40.00
	\$1,000.00—\$25,000.00	\$50.00 + 11.00 per [\$1,000.00]
	Over \$25,000.00	325.00 + 5.00 per each \$1,000.00 over \$25,000.00
	Fire escapes	50.00
	Reroofing, re-siding and windows:	
	First \$500.00 or less	50.00
	Additional fee per \$1,000.00 of value or fractional part thereof above \$500.00	0.05
	Installation of elevator	50.00
	New, replacement or relocation of fuel oil and gasoline storage tanks:	
	550 gallons or less	50.00
	551 gallons to 10,050 gallon capacity	10.00
	Above 10,051 gallon capacity	10.00
	Plus per additional 1,000 gallon capacity or fractional part thereof	0.05
	Canopies, per square foot of surface:	0.10
	Minimum fee	50.00
	Awnings, for each individually supported	50.00
	Reinspection permit	50.00
	New construction UDC seal	50.00
8-581	Plumbing permit fee—Residential	50.00
	Plus per square foot of construction— Residential	0.05
	Sewer and water laterals (per lateral) and Stormwater pipe:	
	Residential	60.00
	Commercial	\$50.00 + .10/ft. of pipe Commercial
	Plumbing permit fee—commercial	50.00
	Plus per square foot—Commercial	

APPENDIX A—FEES

<i>Section</i>	<i>Description</i>	<i>Amount</i>
	Group I building	0.05
	Group II building	0.08
	Group III building	0.10
	Group IV building	0.04
	Addition or replacement of plumbing fixtures to existing structure	50.00
	Plus per fixture	7.00
	Red tag or reinspection fee	50.00
8-616	HVAC permit fee—Basic HVAC permit	50.00
	HVAC permit fee—Fireplace or wood stove	50.00
	Plus per square foot—Residential	0.05
	Building class fee (per square foot)—Commercial:	
	Group I building	0.05
	Group II building	0.08
	Group III building	0.10
	Group IV building	0.04
	Replacement of air conditioning—Commercial	75.00
	Replacement of furnace—Commercial	75.00
	Replacement of air conditioning—Residential	50.00
	Replacement of furnace—Residential	50.00
	Addition of A/C to existing structure	75.00
	Alterations/additions	50.00 + 5.00 per \$1,000.00 of value
	Red tag or reinspection fee	50.00
	All fees doubled if work commenced prior to permit	
8-645(c)	Fee for an electrical contractor, firm, person or corporation who calls for an inspection when the work is not completed, per inspection	50.00
8-647	New construction	
	Residential buildings; 1—2 family (per square foot)	0.05
	Commercial buildings (per square foot):	
	Group I building	0.05
	Group II building	0.08
	Group III building	0.10
	Group IV building	0.04
	Electrical permit	50.00/Residential; 80.00/Commercial

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<i>Section</i>	<i>Description</i>	<i>Amount</i>
	Temporary service	50.00/Residential; 80.00/Commercial
	Panel/service entrance, 100 amp	70.00/Residential; 110.00/Commercial
	Each additional 100 amp	10.00
	Additions, alterations, and repairs permit fee	50.00 + openings/ Residential; 80.00 + openings/ Commercial
	1—5 openings	20.00
	6—10 openings	30.00
	11—15 openings	40.00
	16—20 openings	45.00
	21—25 openings	50.00
	26—30 openings	55.00
	31—35 openings	60.00
	36—40 openings	65.00
	41—45 openings	70.00
	46—50 openings	75.00
	51—60 openings	80.00
	61—70 openings	85.00
	71—80 openings	90.00
	81—90 openings	95.00
	91—100 openings	105.00
	101 + openings	+ 1.00 per opening
8-848(a)	Fees established in lieu of on-site stormwater management practices—Residential (2009)	
	Construction cost per acre	1,223.00
	Land cost per acre	550.00
	Total cost per acre	1,773.00
	Fees established in lieu of on-site stormwater management practices—Commercial & Industrial (2009)	
	Construction cost per acre	2,255.00
	Land cost per acre	1,388.00
	Total cost per acre	3,643.00
8-909(a)	Fees for erosion control plans	
8-909(a)(1)	Simplified plan checklists	350.00
8-909(a)(2)	Sites larger than 20,000 square feet in area and two acres or less in area	500.00

APPENDIX A—FEES

<i>Section</i>	<i>Description</i>	<i>Amount</i>
8-909(a)(3)	Sites larger than two acres in area and five acres or less in area	750.00
8-909(a)(4)	Sites larger than five acres in area	1,000.00 deposit plus actual cost
8-909(b)	Fees for stormwater management plans	
8-909(b)(1)	Stormwater management plan without detention plan	Fee equal to actual cost billed to the Village by Consultants
8-909(b)(2)	Stormwater management plan with detention plan	Fee equal to actual cost billed to the Village by Consultants
CHAPTER 11—BUSINESSES		
11-54	Alcohol beverages:	
	License fees:	
11-54(a)(1)	Class "A" fermented malt beverages retailer's license (per year)	200.00
11-54(a)(2)	Class "B" fermented malt beverage license (per year)	100.00
11-54(a)(3) or 11-49(b)	Temporary class "B" fermented malt beverage license (per event)	10.00
11-54(a)(4)	Temporary "class B" wine license (per event)	10.00
11-54(a)(5)	Fermented malt beverage wholesaler's license (per year)	25.00
11-54(a)(6)	"Class A" intoxicating liquor retailer's license (per year)	700.00
11-54(a)(7)	"Class B" intoxicating liquor retailer's license	600.00
11-54(a)(8)	"Class C" wine license (per year)	100.00
11-54(a)(9)	Reserve "class B" intoxicating liquor license:	
	Fee for initial issuance	10,000.00
	Renewal fee (annual)	600.00
11-54(a)(10)	"Class B" license for full-service restaurants and hotels:	
	Fee for initial issuance	10,000.00
	Renewal fee (annual)	600.00
11-61(a)	License transfer fee	10.00

APPENDIX A—FEES

<i>Section</i>	<i>Description</i>	<i>Amount</i>
	TP charge per pound in excess of ten milligrams per liter	0.035
	TKN charge per pound in excess of 40 milligrams per liter	0.777
47-80	Charge per quarter for each meter up to a one-inch meter installed to measure water not discharged to sewer	0.92
47-159(b)	Utility connection charges	
	Sewer hookup and lateral for new buildings	450.00
47-271(b)	Stormwater utility fee per ERU per year	88.98
47-272(h)	Credit application fee	50.00
	Notice of appeal fee	50.00
CHAPTER 53—STREETS, SIDEWALKS AND OTHER PUBLIC PLACES		
53-126	Excavations of streets, alleys, public ways and grounds—Renewal of permit	10.00
53-127(b)	Street opening permit	25.00
53-241	Street privilege permit	10.00
53-306	Removal of snow and ice by Village after notice	Cost, minimum 35.00
53-482	Application for driveway permit	20.00
CHAPTER 56—SUBDIVISIONS		
56-176	Fees in lieu of parkland dedication	4,115.00 per dwelling unit
56-238(b)	Engineering fee	Engineering fee shall be equal to the actual cost to the Village as billed to the Village including inspections required by the Village
56-238(c)(1)a.	Preliminary Plat review:	

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<i>Section</i>	<i>Description</i>	<i>Amount</i>
	Preliminary Plat review fee. Also applies to preliminary plat reapplication if submitted 36 months after original preliminary plat	500.00, plus actual legal, financial and engineering costs, including publication and notification charges incurred by the Village
	Additional fee, per lot	50.00, plus actual legal, financial and engineering costs, including publication and notification charges incurred by the Village
56-238(c)(1)b.	Preliminary Plat Reapplication fee if submitted within 36 months of original preliminary plat	375.00, plus actual legal, financial and engineering costs, including publication and notification charges incurred by the Village
56-238(c)(2)a.	Final Plat review:	
	Final Plat review fee. Also applies to final plat reapplication if submitted 36 months after original final plat	500.00, plus actual legal, financial and engineering costs incurred by the Village
	Additional fee, per lot	50.00, plus actual legal and engineering costs incurred by the Village
56-238(c)(2)b.	Final Plat Reapplication fee if submitted within 36 months of original final plat	400.00, plus actual legal, financial and engineering costs incurred by the Village
56-238(c)(2)c.	Review of the development agreement including addendums for each phase of a plat	300.00, plus actual legal, financial and engineering costs incurred by the Village

APPENDIX A—FEES

<i>Section</i>	<i>Description</i>	<i>Amount</i>
56-238(c)(3)	Certified Survey Map review fee	150.00 + \$25.00 per lot, plus actual legal, financial and engineering costs, including publication and notification charges, incurred by the Village
56-238(d)	Condominium development review:	
	Condominium review fee	200.00, plus actual legal, financial and engineering costs, including publication and notification charges incurred by the Village
	Additional fee, per unit shown on a condominium plat, less \$20.00 for each lot shown on a Preliminary Plat or Certified Survey Map for the same project	40.00, per lot plus publication and notification charges incurred by the Village
56-238(f)	Digitizing the mapping of the approved land division, plat or condominium	Cost
56-238(g)(1)	Escrow deposits for plats	5,000.00
CHAPTER 59—VEGETATION		
59-24(a)	Permit for planting, maintenance and removal of trees and shrubs	5.00
CHAPTER 62—ZONING		
62-17	Escrow deposits:	
	R-E, R-3 General Residence and PD Planned Development Districts up to 50 acres	5,000.00
	R-E, R-3 General Residence and PD Planned Development Districts greater than 50 acres	10,000.00

McFARLAND CODE

<i>Section</i>	<i>Description</i>	<i>Amount</i>
	Site/design review for new buildings/additions totaling 5,000 square feet or more and requiring site/design review under Section 62-310(b). For all other projects requiring site/design review under Section 62-310(b), no escrow deposit shall be required; however, applicants shall be responsible for reimbursing the Village for consulting time	2,000.00
	Staff and consultant review costs	Consultant costs shall be the actual costs as billed to the Village
62-64	Where no previous fee has been collected (fees in lieu of parkland dedication)	4,115.00 per dwelling unit
62-69(d)	Keeping of Chickens Annual Permit Fee	10.00
62-108(a)(5)	Conditional use permit application and issuance fee	275.00, plus actual legal and engineering costs, including publication and notification charges incurred by the Village
62-117(d)(2)d	Permit application fee for bed and breakfast establishments	100.00
62-206(d)	Application for signal receiving antenna permit	Same as fee for conditional use permit and site design plus actual legal and engineering cost for review by a Telecommunications and safety consultant
62-309(b)(5)	Occupancy permit fees:	
	One-family residences	50.00
	All other uses	75.00
	Multifamily residences (per dwelling unit)	50.00
62-310(g)	Site/design review	400.00 plus actual legal and engineering costs

APPENDIX A—FEES

<i>Section</i>	<i>Description</i>	<i>Amount</i>
62-343(d)	Fee for processing a petition for a zoning change or amendment	
	Text amendment	250.00 plus actual legal costs, including publication and notification charges incurred by the Village
	Map amendment	175.00 plus publication and notification charges incurred by the Village
62-363(e)	Application for hearing before Board of Zoning Appeals	250.00, plus actual legal and engineering costs, including publication and notification charges incurred by the Village
62-676(b)	Fee for issuance of certificate of compliance	Fee included with occupancy permit

(Ord. No. 2009-25, §§ 2—4, 12-14-2009; Ord. No. 2009-26, §§ 1—4, 12-14-2009; Ord. No. 2009-27, §§ 2, 3, 12-29-2009; Ord. No. 2010-01, §§ 1, 2, 1-25-2010; Ord. No. 2010-07, § 2, 4-12-2010; Ord. No. 2010-08, § 1, 4-12-2010; Ord. No. 2010-11, § 1, 6-14-2010; Ord. No. 2010-15, § 1, 7-12-2010; Ord. No. 2010-16, § 1, 7-12-2010; Ord. No. 2010-24, § 1(Exh. A), 12-13-2010; Ord. No. 2011-10, § 3, 5-23-2011; Ord. No. 2011-22, 12-12-2011; Ord. No. 2011-23, §§ 1, 2, 12-27-2011; Ord. No. 2012-20, §§ 1, 2, 12-26-2012; Ord. No. 2012-21, 12-10-2012; Ord. No. 2012-22, §§ 1—3, 12-10-2012; Ord. No. 2013-14, § 72, 11-11-2013; Ord. No. 2013-18A, § 1, 12-23-2013; Ord. No. 2013-19, § 1, 12-23-2013; Ord. No. 2013-21, § 1, 12-23-2013; Ord. No. 2014-18, § 1, 12-22-2014; Ord. No. 2015-01, § 1, 1-12-2015; Ord. No. 2015-09, § 1, 12-28-2015)

Community Development Highlights

November 2016

- Forty permits were issued in November, ten of which involved new single family homes. Revenues for the month were approximately \$77,000.
- Village staff met with Brock Roder to discuss his proposal for outdoor volleyball. The latest plan will not allow alcohol in the volley ball playing area. The project was recommended to Public Safety by the Plan Commission on a 4 – 1 vote; with a condition, the project be reviewed by the Public Safety Committee in one year.
- Met with Jeff Rosenberg of Veridian Homes who would like to resubmit a development proposal that was approved in 2007. The site is located at the southeast corner of Siggelkow and Marsh Road. Approvals for this project have since lapsed. Mr. Rosenberg anticipates a late winter submittal. Some very minor site work would will be performed which includes some tree removal that have determined to be rotting from the inside.
- Met with Matt Schuenke and Cassandra Suettinger regarding documentation relating to Holscher Road. The Village Board at its November 28th meeting approved a 3 party Agreement and Road Widening Resolution all of which related to additional right-of-way for reconstruction of Holscher Road.
- Finalized last minute items for Christmas in the Village. This community event spearheaded by the Chamber of Commerce will be held on December 3rd.
- Developer Tom Gannon has indicated he will be seeking final plat approval for his Prairie Place subdivision in 2017.
- Attended Chamber of Commerce Board of Directors retreat held at the High School District Board office.

- Working with Allan Coville, Brian Berquist and Matt Schuenke on a plan for streetscaping improvements for the downtown area that would parallel reconstruction of MN.
- Finalizing a Developer Agreement regarding Preston Place duplex project on Paulson Road. The documents should be ready for action in December.
- Preconstruction meeting was held regarding Preston Place.
- Along with Cassandra Suettinger finalized the paperwork to detach the Patricia and Norman Anderson property from the City of Madison to the Village of McFarland.
- Attended the following monthly meetings.
 - Plan Commission
 - Village Board, regular and budget
 - Public Works
 - Public Utilities

Submitted by:
Pauline Boness
Community Development Director



Memorandum

TO: Plan Commission Members
FROM: Marty Pilger, Building Inspector
DATE: December 15, 2016
RE: November Property Maintenance Report

<u>ADDRESS</u>	<u>VIOLATION:</u>	<u>STATUS</u>
4912 Marsh Road (owner occupied)	Obtaining a building permit for the shed and moving it to the rear yard. (9/28/15)	Owner will have done by 6/1/16.
6227 Exchange Street (owner occupied)	Furniture and junk stored on porch	Was cited, did not appear in court. Has dumpster on site, working on cleaning up.
5706 Wisconsin Street (owner occupied)	Accumulated junk, lawnmower and unlicensed inoperable vehicles stored on property.	Being handled by police.
5521 N. Cook Street (owner occupied)	Storage of comm. vehicles, more than four vehicles parked outside on property.	Citation issued. Court date in August. Agreement set if property kept clean and no further violations will be dismissed 2/23/17.
6322 Exchange Street (rental)	Grass/weeds over 8" – Noxious weeds	ok
4714 Ivywood Trail (owner occupied)	Inoperable unlicensed vehicle on property, trailer parked on front lawn.	Issuing citation

6208 Johnson Street (owner occupied)	Fence around pool knocked down	Temporary fence in place, temporary fence is falling down, issuing citation.
6119 Johnson Street (owner occupied)	Unlicensed inoperable vehicle on property. Junk and debris on property.	Issued citation for unlicensed vehicle.
5706 Wisconsin Street (owner occupied)	Grass/weeds over 8" – Noxious weeds	Citation issued – Court date set for January 17, 2017.

<u>LETTERS SENT IN NOVEMBER :</u>	<u>VIOLATION:</u>
5304 Sure Avenue	Recliner and toilet in front yard
5705 Leanne Lane	Grass/weeds over 8" – Noxious weeds
5404 Forest Lawn Circle	Camper & trailer parked in front lawn area
6212 Lani Lane	Garbage, wood, piles of brush stored outside on the property.