

COMMUNITY DEVELOPMENT AUTHORITY

Wednesday August 3, 2016

7:00 P.M.

**McFarland Municipal Center
Conference Room A**

AGENDA

1. Call to order.
2. Review and possible approval of draft minutes from the May 5, 2016 and June 1, 2016 Community Development Authority meetings.
3. Review and possible recommendation to the Plan Commission regarding a Site/Design review, requested by Tim Neitzel, for approval of a 12,000 sq.ft. office warehouse/distribution structure on property located in TIF #3, address is 4760 McFarland Court currently zoned C-H Highway Commercial.
4. 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 29th day of July 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

Community Development Authority Meeting

May 5, 2016

Members Present: David Doll, Art Weber, Ken Brost, Stephanie Brassington, Clair Utter, Shawn O'Hearn, Eric Johnson (arriving at 7:04)

Members Absent:

Staff Present: Pauline Boness

Others Present: Jerry Bourquin, Dimension IV, Mark Roffers, MDRoffers and Associates

1. **Call to order.** Boness called the meeting to order at 7:00 p.m. and asked for a nomination for a temporary chair. Brost nominated Weber, Doll seconded the motion. Motion carried.

2. **Review and possible approval of draft minutes from the April 6, 2016 Community Development Authority meeting.**

Brost moved to approve the April 6, 2016 Community Development Authority minutes, Doll seconded the motion. Motion carried 6-0 with O'Hearn abstaining.

3. **Discussion – Site/Design review requested by Tim Neitzel for approval of a single building office and warehouse structure for property located at 4761 McFarland Court.** Boness advised this project was approved in 2009, but did not move forward, they are using the same lot with a little different design. Jerry Bourquin reviewed the drawings and location. They have a contractor wishing to lease the space, Sunset Ridge Exteriors. Neitzel is proposing a 3000 sq. ft. building with a potential future addition. Bourquin reviewed the greenspace, wetland areas, and where dumpsters will be located. There will be bike parking stalls as well as additional parking space. The building will have overhead garage doors so the company can pull into the building. They will be using similar materials as other buildings in the area, with the building having a slightly sloped roof. The mechanical layout will be provided as soon as they have one. Bourquin reviewed the submittal checklist with CDA members, he feels they meet all requirements and the building is compatible with others in the area.

Doll inquired of the potential addition, the minutes from prior approval showed an addition, and, it showed a 5800 sq. ft. building, the drawings show 3,000 sq. ft., will this meet the requirements of the TIF. Bourquin replied there may be an addition; they are not asking for approval of one at this time. Boness responded she can check if it meets the requirements. There is room for one more building on McFarland Court.

Utter inquired if Town and Country was satisfied with the stormwater plan, and will there be enough parking for the site. Boness replied they are reviewing it, and, it will be covered at the Plan Commission meeting. Doll inquired if the site can be seen from Hwy. 51? Boness replied it can be seen from the highway.

Doll moved to recommend to the Plan Commission approval of the site design/ review. Brost seconded the motion, motion carried.

4. Discussion – Updated Comprehensive Plan presentation by MD Roffers Consulting.

Mark Roffers of MD Roffers and Associates is looking for broad input from CDA members. The Comprehensive Plan is a long range plan for the growth and development of McFarland. It covers future rezoning, what land should be annexed, natural resource protection, intergovernmental cooperation, development amongst other categories. He reviewed the process of the plan, and where they are at this point in the process. Roffers also reviewed the process of the survey which will be coming out in May and the technology used to complete the process; it will be more intimate than past. They hope to complete and have Village Board approval by the end of the year.

Roffers went over a few questions to get a general feel from CDA members as to where they want to see the Village in the future, what is their vision for the future, where do they see it in 2035, how does it function, and what are some of the best features you would like to see in McFarland in 2035. The plan not only helps with zoning and similar planning but this should help to make residents lives better and inspire people to want to live here. Doll inquired what is the required population to become a city? Roffers responded there is no requirement; there are cities with smaller populations than McFarland. Doll feels by 2035 McFarland will be surrounded by the City of Madison as we will be land locked. There will be no land to expand, we will only be able to do infill. Roffers reviewed boundaries and agreements with Madison and that Village and Cities cannot be the driving force with an annexation request, it has to be property owner driven. He feels there is a window of opportunity when some landowners could petition to annex to McFarland. There was discussion about interchanges, how sometimes they can be approved, but with the community having to cover the costs, they are not always paid for by the State. Members also discussed the need for large commercial lots in McFarland. It was suggested by Brost to allow agricultural zoning within the Village limits.

Members discussed the school district, issues, and concerns within the Village. Roffers advised he will be meeting with staff of both and feels there is a way to weave the Village and school district goals together.

Roffers reviewed the vision statement from the 2006 Comprehensive Plan, members concurred they feel it is still a viable statement. Members discussed farmland preservation, land with hydric soils and growth to the east.

Roffers reviewed the list of strengths and weakness some felt being a bedroom community is not a weakness and not allowing agricultural zoning is. Roffers encouraged developing negotiation strategies. Members discussed the diverse base of existing businesses, being able to attract more light industry & technology based businesses, as the Village is heavier on contractors, small manufacturers and service contractors. There was also discussion of attracting office buildings, but McFarland has little land available.

Roffers asked about the most important issues over the next 5- 10 years. Land acquisition, infill, and the possibility of trading land with Madison, for example the end of Terminal Drive? O'Hearn wanted to know what the benefit of expanding is to McFarland. Doll replied we need to grow businesses to help the tax base. If you only build residential housing you add more children and more financial needs, but not necessarily more tax money coming in. Roffers added and you are limited to what you can increase taxes per Wisconsin law, the way to contribute financially is through growth.

Members discussed the need for larger commercial lots, for employment type centers, not for a big box store, but lots for current businesses to grow into. Roffers advised he will get back to the CDA when he has a draft plan.

5. Updates – Dog Hut, Terminal Drive site, Prairie Place, Antique store

Boness informed members the Dog Hut is applying for a permanent CUP on their site; they are currently under a temporary 5 year CUP. There is a possibility the Truck Movers site may have been sold, the buyer will be coming to a future CDA meeting. Prairie Place plat is coming before the Plan Commission, it has to be updated due to wetlands. The antique store has an accepted offer on it and may close by the end of August. 84 Lumber on Terminal Drive, the property was taken off the market and they have indicated they are looking to reopen.

6. Adjournment: Brost moved to adjourn, seconded by Doll, motion carried unanimously; meeting adjourned at 8:32 p.m.

WORKING DRAFT MINUTES

Community Development Authority Meeting

June 1, 2016

Members Present: David Doll, Art Weber, Ken Brost, Stephanie Brassington, Clair Utter, Shawn O'Hearn

Members Absent: Eric Johnson

Staff Present: Pauline Boness

Others Present: Don Goban, Goban Cars, Dan Morrill, US Ventures, Inc.

1. **Call to order.** Boness called the meeting to order at 7:00p.m. and asked for a nomination for a temporary chair. Brost nominated Weber, Doll seconded the motion. Motion carried.

2. **Election of chairperson.**

Brost nominated Art Weber, Brassington seconded the motion. Motion carried unanimously.

3. **Discussion - 4313 Triangle Street – Truck Movers site by Don Goban**

Don Goban addressed members, his primary business is automotive but he likes to purchase parcels and improve them. Last summer he bought the former Dairy Queen site and fixed it up so it could be opened as a restaurant, Goban feels the tenant is doing well in that location. 4313 Triangle has been on the market and he has been considering it for a long time. Goban is interested in fixing it up, as it needs a lot of TLC, and, he is in need of using part of it for personal storage. Goban feels there is need in McFarland for storage of boats, campers, trailers etc., he would place a tall fence and gate along the front along with landscaping, some painting and eventually replace some of the tin. He feels this will solve a problem McFarland has with people storing these items in their yards, street etc. He will provide a more detailed plan in the future, is looking for feedback at this time. Goban does not see anything really big happening with that site in the near future and this can be a good thing for McFarland. Goban stated it is not his long term goal to have a business at the site, he will use part of it for storage of business paperwork along with autos which he may not have room for, or those in transition. His main business is automotive, cars are mainly kept on the business site, but he would like the option of storing cars at this site in the winter months as

he has storage for up to 200 cars at his new current site, but at times needs more room when bringing in additional autos.

Brost inquired if Goben would be amenable to the master plan and what is designated for that site in the future. Goben responded yes, his thought is of what he can do to solve his current storage problem, and if something does happen in the future he has no problem selling the site. Members discussed possible options for the site and asked Boness if the area is zoned for what is being proposed. Boness responded Goben would have to apply for a Conditional Use Permit for the outdoor storage. Members discussed what the site currently looks like, the need for landscaping; the demand of storage for parties owning boats, RV's and the likes in the area and what other communities have for storage. Members generally felt this could be a good option, but would like to see a formal application. Goben responded he would be putting one together, and will have plans on paper. Boness suggested Goben speak to the neighbors in the area about his proposal and get their input in advance as there would be a public hearing. Goben advised he would be in contact with the current neighbors. Members encouraged Goben to bring a concept plan to the Plan Commission for their input.

4. Review and possible recommendation to the Plan Commission regarding a Conditional Use Permit (CUP), requested US Ventures, Inc. for installation of propane bulk storage, rail car unloading and truck loading site at 4402 Terminal Drive, property zoned M-IC Manufactured Intensive.

Dan Morrill with US Venture based out of Appleton WI addressed members– US Ventures wishes to install 2 tanks to store propane for the purpose of offloading rail cars and the loading of trucks for distribution in south central Wisconsin.

Morrill informed members there are standards needing to be met, with the standards there are safety valves, shut down procedures, and there is also a mechanical engineer on staff who has reviewed the plans along with annual reviews of the site. They meet the EPA, OSHA audits and annual reviews. The State has reviewed the plans along with them doing practice procedures with the Village of McFarland. They are planning on purchasing used tanks, which are built to the same burst pressure, but are actually a thicker steel than newer tanks; they are also tested and x-rayed for any damage. They carry a UNA certification for the state of Wisconsin. Morrill advised they will have about 8 – 12 truckloads per day.

Members reviewed the location of the storage units on maps and discussed tanks in McFarland and how long US Oil plans to be here, Morrill responded they are planning on staying in McFarland. There was discussion about the usage of high pressure storage cars, and the rail system. Boness inquired what would happen in case of a spill, Morrill replied the liquid gas would evaporate, and they have procedures in place in case of such an event. Utter informed members the Emergency Management Team met last week and the Village has good plan in place.

Utter moved to recommend approval to the Plan Commission regarding a Conditional Use Permit(CUP) request by US Ventures, Inc. for installation of propane bulk storage, rail car unloading and truck loading site at 4402 Terminal Drive, property zoned M-IC, Manufactured Intensive subject to review by the Emergency Management Director and Fire Chief. Brost seconded the motion. Motion carried 6-0.

- 5. Adjournment:** Brost moved to adjourn, seconded by Doll, motion carried unanimously; meeting adjourned at 7:59p.m.

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Village of McFarland

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Terminal and Triangle District Plan

Checklist for Project Support

The following checklist is intended for Village officials to use when considering offering a new development or redevelopment project financial assistance or project approvals. This checklist considers financial, economic, land use, and urban design impacts of new development projects.

Development projects should ideally meet all of the standards listed below to be considered for direct financial support. The Village Board and/or Community Development Authority (depending on authorization) will consider financial support for projects that have an exceptionally positive impact on the district and on McFarland in general, even if they have "checks" outside of the "meets standard" column. Development approvals (e.g., conditional use permits) will not be granted to projects with more than one "check" in the "does not meet standard" column, except that Plan Commission or Village Board approval may be granted if the project exceeds other criteria.

Standard	Meets		Does Not Meet Standard
	Standard	Neutral	
Floor area ratio exceeds 0.35 for all subdistricts (or 0.15 for industrial uses in Industrial Center and Triangle/Meinders subdistricts)	X		
Meets land use recommendations in this Plan	X		
Will meet design recommendations in this Plan	X		
Promotes efficiency and connectiveness to Village infrastructure and adjacent parcels	X		
Meets tax increment targets for the subdistrict where it is located: <ul style="list-style-type: none"> ▪ Industrial Center (general): \$350,000/acre ▪ Mixed Use Lakeview, Meinders Road, Industrial Center (with Highway 51 frontage & visibility): \$500,000/acre ▪ Beltline-Oriented Commercial: \$1 million/acre 	X		
Includes wages that compare favorably to the Dane County median income level	X		
Employment density meets or exceeds 5 jobs per acre (not including undevelopable lands)	X		
If site is along rail spur, project will use spur		X	

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A&M GENERAL
TERMINAL DRIVE

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Village of McFarland

Terminal and Triangle District Plan

N.A. - NOT APPLICABLE		Y	N
Dry-vit, and glass?			
3.	Does the project use corrugated-type metal or steel external siding on more than 25% of all street visible facades?	X	
4.	Does the project incorporate similar or architecturally harmonious materials for all exterior building walls and other building components visible from public streets?	X	
5.	For industrial buildings, does the project portray a quality office appearance at entries and around public/office spaces?	X	
6.	Does the project encourage use of earth tone colors, such as gray, green, brown, burgundy, and tan?	X	
7.	Does the project incorporate loading docks, truck parking, outdoor storage, trash collection, trash compaction, and other service functions into overall building design?	X	
8.	Does the project locate loading facilities to the rear or non-street side of the building?	X	
9.	Does the project integrate the placement and screening of mechanicals into the building architecture?		
LOCATED ON ROOF AT CENTER			
Building Orientation			
1.	Are building facades oriented parallel to the primary abutting street, with entrances?		N.A.
2.	Does the project have a minimum of 50% of the front building wall to be at 20' to 35' from the street right-of-way?		N.A.
3.	Does the project group back-of-building areas on double-fronted lots?	X	
4.	Does the project make public building entrances clearly identifiable and accessible?	X	
5.	Does the project site buildings for safe pedestrian and vehicular circulation?	X	
Lighting			
1.	Are all exterior light fixtures at least three feet from all lot lines and within landscaped islands or outside parking lot edges?	X	EXISTING
2.	Does the project utilize incandescent or high-pressure sodium (HPS) light fixtures?		EXISTING
3.	Does the project use ninety-degree down-cast, cutoff fixtures (without drop lenses) for all lighting?		EXISTING
4.	Does the project include lights greater than 25 feet in height?		EXISTING
5.	Do average illumination levels in parking lots exceed 5 footcandles?		EXISTING
6.	Do illumination levels at lot lines exceed 0.5 footcandles?		EXISTING
Parking			
1.	Does the project site employee parking to the rear or non-street side of the building?	X	
2.	Does the project limit front yard parking to visitor spaces?		N.A.
3.	Does the project provide landscaped islands, each a minimum of 200 square feet, and at a minimum rate of one island for every 12 parking spaces?		X 14 STALLS
Signage			
1.	Does the project include pole or pylon style signs?		X
2.	If there is more than one business on a lot, is ground signage combined?		N.A.
3.	Does the project architecturally integrate signs with its building?	X	
4.	Does the project frame wall mounted signs to create a clearly defined edge, provide shadow relief, and a substantial appearance?	X	
5.	Does the project screen external spot or flood lighting of signs?		N.A.

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Village of McFarland

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Terminal and Triangle District Plan

Industrial Center Subdistrict

N.A. - NOT APPLICABLE

Guidelines	Yes	No
Site Design		
1. Does the project connect building entries with walkways to planned sidewalks in Terminal Drive, distinguishing them from driving surfaces?		
2. Does the project locate service areas, loading docks, mechanical equipment, and refuse containers to non-street sides of buildings and screen them?	X	
3. Does the project include adequate, accessible, and convenient areas for collecting and loading trash and recyclables?	X	
4. Does the project screen ground-, roof-, and wall-mounted mechanical equipment from public rights-of-way and adjacent properties?	X	
5. Does the project include landscaped front yards, parking areas, and foundations?	X	
6. Does the project convey stormwater to on-site or in-district infiltration areas?	X	
7. Does the project provide bicycle parking?	X	
8. Are all fully screened outdoor storage or display areas inside of all required side and rear building setbacks, with dense landscaping on the outside of these areas?		
9. Does the project permanently define and screen all outdoor storage areas with dense landscaping, opaque walls and/or opaque fences?		
10. Does the project limit outdoor operations and store equipment and raw materials inside buildings to ensure minimal visual impact on neighboring uses and the public?	X	
11. Does the project locate limited outdoor merchandise display areas near building entrances, without affecting traffic flow?		
12. Does the project preserve existing on-site vegetation, especially large trees, wood lots, and remnant wetlands and prairies?		
13. Does the project locate service and storage areas to minimize Highway 51 visibility?		
14. Does the project heavily screen parking areas adjacent to highway 51?		
15. Does the project screen rooftop mechanicals and utilities?		
16. Are mechanicals and utilities shown on the project's site plan?	X	
17. Does the project use wall-mounted signs?		
18. Does the project include buildings which are at least two-stories in height?	X	
19. Does the project include buildings which are compatible with the desired gateway character of the Village?	X	
20. Does the project include buildings which continue the architectural theme, design elements, and detailing on all sides?	X	
21. Does the project include loading docks or overhead doors on street-facing facades?		X
22. Does the project screen loading docks or overhead doors on other facades?	X	
23. Does the project provide overhangs for pedestrian shelter?	X	
24. Does the project have a FAR between 0.15 and 1.0 if it is an Industrial use or 0.35 and 1.5 if it is a Commercial use?		
25. Is a minimum of 50% of the front building wall 20' to 35' from Terminal Drive or McFarland Street right-of-way?		
Building Design & Materials		
1. Does the project use building materials with lasting architectural character (strength, durability and quality)?	X	
2. Does the project encourage use of the following exterior wall materials: brick, decorative masonry block, architectural grade metal panels, cedar siding, stone, architectural pre-cast concrete panels, Exterior Insulation and Finish System (EIFS),	X	

N.A.

N.A.

N.A.

N.A.

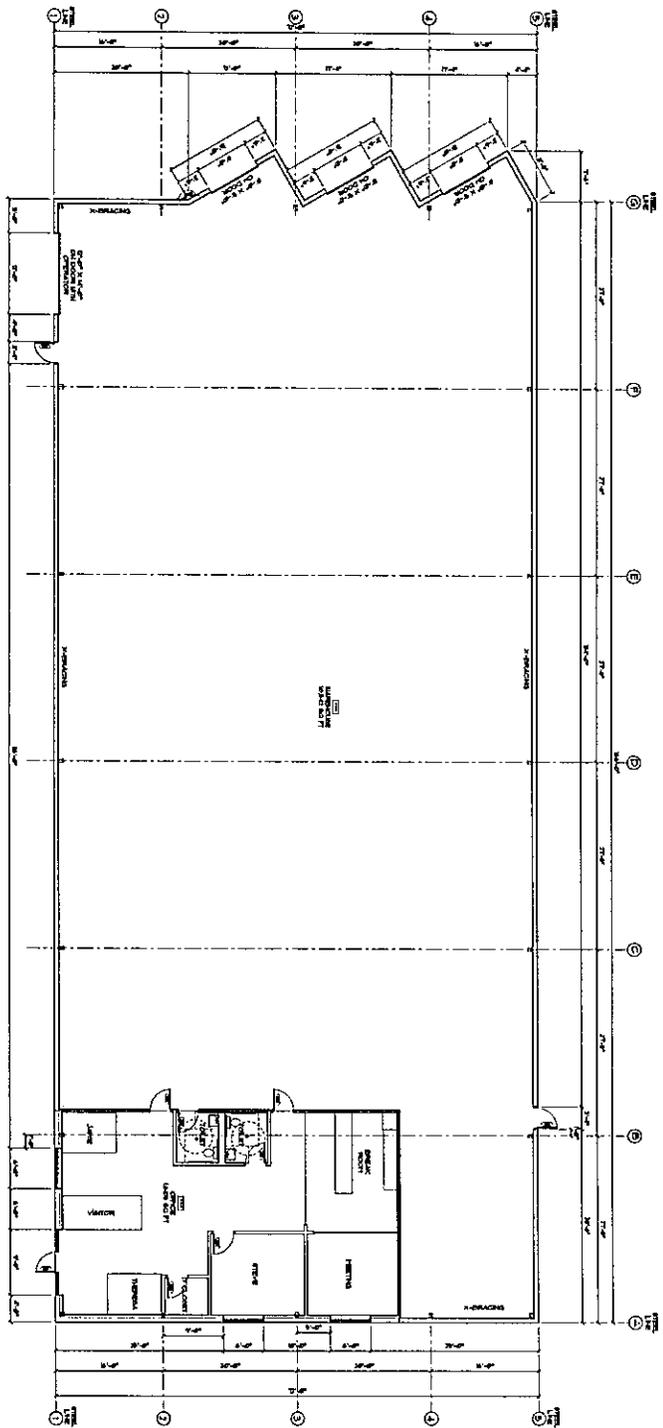
N.A.

N.A.

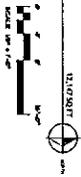
N.A.

UTILITY - YES
MEET TO BE
FWAUZEP

N.A.



FLOOR PLAN
SCALE 1/8" = 1'-0"



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A-1.1
7.19.16

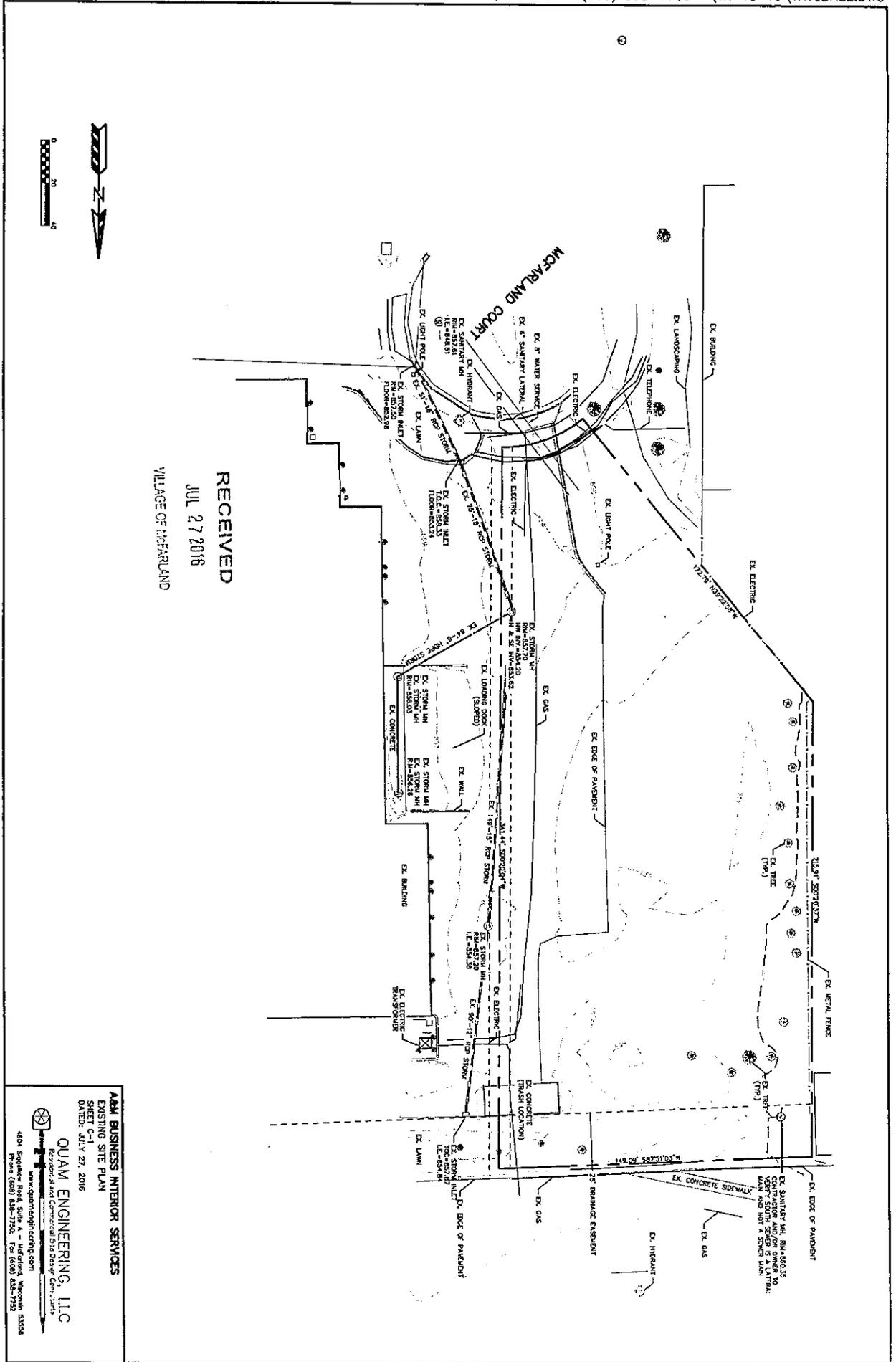
PROPOSED FACILITY FOR:
A & M GENERAL
TERMINAL DRIVE
MCFARLAND, WISCONSIN

UNDESIGNED DRAWINGS
NOT TO BE USED FOR CONSTRUCTION
WITHOUT THE WRITTEN APPROVAL OF THE ARCHITECT

REV	DATE
	7.26.16

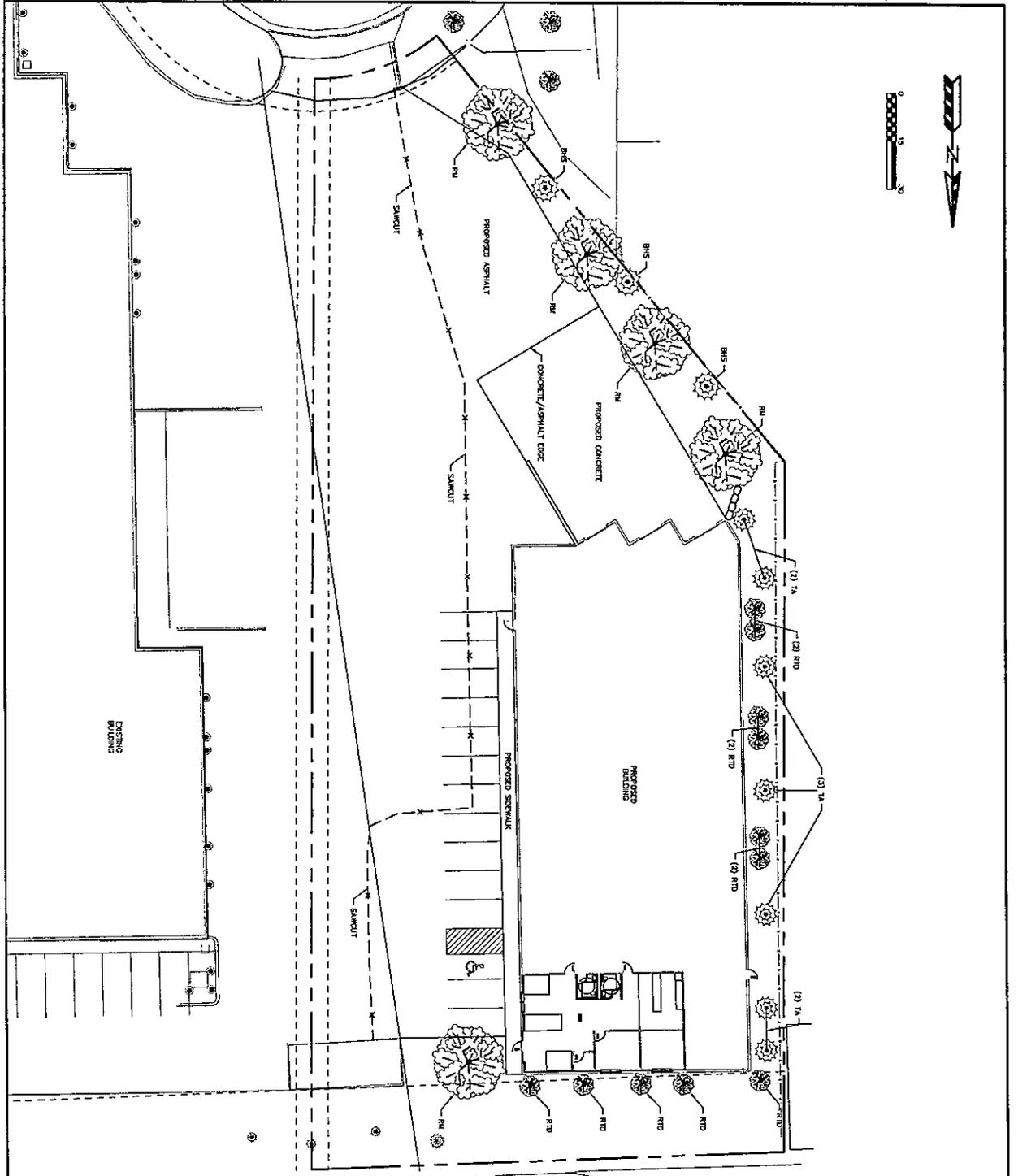
612 WEST MAIN STREET
MADISON, WI 53703
608-257-1090
FAX 608-257-1092





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 VILLAGE OF MCFARLAND

AAA BUSINESS INTERIOR SERVICES
 EXISTING SITE PLAN
 SHEET C-1
 DATED: JULY 27, 2016
 QUAM ENGINEERING, LLC
 4604 Siggelkow Road, Suite A - McFarland, Wisconsin 53558
 Phone: (608) 838-7750, Fax: (608) 838-7733
 www.quamengineering.com



PLANT LIST

KEY	QUANTITY	COMMON NAME	ROOT	POINTS
5	1	Large Deciduous Trees (40 Points)		200
RM	5	Red Maple	BB	200
11	1	Medium deciduous shrubs (3 Points)		33
RTD	11	Black Chokeberry	For	33
3	1	Large Evergreen Trees (100 Points)		90
BHS	3	Black Hls Spruce	BB	90
2	1	Medium evergreen shrubs (6 Points)		35
MBJ	7	Techny Arborvitae	BB	35
Total Landscape Points:				358

- NOTES:
- 1) Designated lawn areas to be seeded (Midwest Parks seed mix), fertilized, and mulched with straw.
 - 2) Drainage swales and trees with slopes steeper than 3:1 shall be mulched with straw and shall be planted in lawn areas to receive site-specific hardwood bark mulch (spread to a depth of 3").
 - 3) In lawn areas to receive site-specific hardwood bark mulch (spread to a depth of 3").

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AAA BUSINESS INTERIOR SERVICES
LANDSCAPE PLAN
SHEET C-3
DATE: JULY 20, 2016

QUAM ENGINEERING, LLC
Residential and Commercial Site Design Consultants
www.quamengineering.com
4604 Siggelkow Road, Suite A - McFarland, Wisconsin 53558
Phone: (608) 838-7750 Fax: (608) 838-7725

