



**Administration Department**

300 N. Pine Street, Burlington, WI, 53105

(262) 342-1161 – (262) 763-3474 fax

www.burlington-wi.gov

**Minutes  
City of Burlington Plan Commission  
Police Dept. Courtroom  
May 14, 2013, 6:30 p.m.**

Mayor Robert Miller called the Plan Commission meeting to order this Tuesday evening at 6:30 p.m. Roll call: Alderman Robert Prailes; Commissioners Darrel Eisenhardt, Chris Reesman, and John Lynch; and Student Representative Caitlin Yonash were present. Alderman Tom Vos, Commissioner Michael Deans and Student Representative Bianca Clayton were excused. Town of Burlington Representative Phil Peterson was absent. Also present were City Administrator Kevin Lahner, City Planner Patrick Meehan and Zoning Administrator Patrick Scherrer.

**APPROVAL OF MINUTES**

Alderman Prailes moved and Commissioner Lynch seconded to approve the minutes of April 9, 2013. All were in favor and the motion carried.

**CITIZEN COMMENTS**

None

**LETTERS & COMMUNICATIONS**

None

**PUBLIC HEARINGS**

**A. A Public Hearing to hear public comments regarding a Conditional Use application from David Lynch of Lynch Chevrolet for property located at 2300 Browns Lake Drive to upgrade the building façade and signage.**

- Mayor Miller opened the Public Hearing at 6:33 p.m.
- There were no comments.

Alderman Prailes moved and Commissioner Eisenhardt seconded to close the Public Hearing at 6:34 p.m. All in favor and the motion carried.

**NEW BUSINESS**

**A. Consideration of a Site Plan application from Dennis Spankowski of Burli Signs for property located at 125 Front Street to construct a cold storage building subject to Patrick Meehan's April 29, 2013 and Kapur & Associates' April 30, 2013 memorandums to the Plan Commission.**

- Mayor Miller opened this item for discussion.

- There were no comments.

Alderman Prailes moved and Commissioner Reesman seconded to recommend approval of a Site Plan and Conditional Use Permit for property located at 125 Front Street, subject to Patrick Meehan's April 29, 2013 and Kapur & Associates' April 30, 2013 memorandums to the Plan Commission as follows:

- If the cold storage building will have a solid floor of concrete or other type floor, the elevation should be set high enough to prevent drainage from the east and south from entering the structure.

All in favor and motion carried.

- Commissioner Deans arrived at 6:38 p.m.
- Commissioner Lynch recused himself from the next topic at 6:39 p.m.

**B. Consideration of a Site Plan and a Conditional Use application from David Lynch of Lynch Chevrolet for property located at 2300 Browns Lake Drive to upgrade the building façade and signage.**

- Mayor Miller opened this item for discussion.
- Alderman Prailes questioned if Patrick Meehan's recommendation of objection to a freestanding sign request was for the size of the signs or the amount of signs proposed. Meehan stated both. Administrator Lahner stated it is illegal to have additional signs to what is currently on site. Lahner further stated a code amendment would be necessary to allow more signage or an appeal to the Zoning Board of Appeals (ZBA). Alderman Prailes questioned if Lynch was aware of the recommendation for the meeting. Lahner stated he spoke with Kurt Petrie of Lynch regarding the recommendation and options Lynch could take.
- Michael Topczewski of Stelling and Associates, architect for Lynch, stated General Motors requires branded signs and questioned if the Commission could conditionally approve a modification to the sign plan suggesting removing the used car sign and keeping the sign by Milwaukee Avenue and Browns Lake Drive. Lahner stated the Commission could not conditionally approve the signs and reiterated a code amendment or variance would be required to complete the project as proposed.
- Patrick Lynch, owner, questioned if the City could be flexible with the sign package since the dealership is located on so much land and mentioned Miller Motor's signage.
- Patrick Scherrer stated the City already granted a variance for the current signage at Lynch.
- Patrick Meehan stated if an amendment is made for the B-1 District, any business could add more signage which may cause an adverse effect.

- Alderman Prailes questioned what would happen if the Commission approved the sign package as presented. Lahner responded that approving it would violate the city ordinance which could ultimately allow others to act against the code without approval.
- Mayor Miller stated there is no guarantee the Council would approve a code amendment. Miller further stated the Commission had two options, to reject the entire plan or approve everything proposed except the freestanding sign proposal.
- There were no further comments.

Alderman Prailes moved and Commissioner Reesman seconded to recommend approval of a Site Plan and Conditional Use Permit for property located at 2300 Browns Lake Drive and deny the proposal for two additional freestanding signs on the northwest corner and at the new/used car dealership building on the property, subject to Patrick Meehan's April 29, 2013 memorandum to the Plan Commission as follows:

- That Plan Commission deem that the proposed modifications to the existing automotive sales and service building do not constitute a substantial alteration to the original City approved PUD District Detailed Plans and that said proposed modifications to the existing automotive sales and service building be approved by the Plan Commission as a modification to the PUD District Detailed Plans.
- That Plan Commission deem that the proposed modifications to the wall signage affixed to the automotive sales and service building do not constitute a substantial alteration to the original City approved PUD District Comprehensive Signage Plan and that said proposed modifications to the wall signage affixed to the automotive sales and service building be approved by the Plan Commission as illustrated on the following two submitted elevation drawing as prepared by Stelling & Associates Architects, Ltd.

All in favor and motion carried.

- Commissioner Lynch joined the meeting at 6:48 p.m.

### **OLD BUSINESS**

**Consideration to approve a Site Plan from the City of Burlington for property located at 165 and 181 W. Washington Street to use the property as a parking lot for the Fire Department.**

- Mayor Miller opened this item for discussion.
- Administrator Lahner gave an overview of a memorandum from Craig Workman, Director of Public Works, regarding a traffic count study that was held over a two week period where Washington Street was closed for one week. Lahner stated the study revealed there were no back ups reported on Milwaukee Avenue, no traffic incidents, traffic found alternate routes and there were no complaints received by the City during the study time. Lahner further stated that staff is recommending the Option 1 plan.

- Commissioner Lynch inquired why the total traffic count for the area studied went down 20%. Commissioner Reesman stated likely drivers planned ahead and possibly took the bypass or a different route out of the study area. Administrator Lahner stated the study was for a short time period and staff is not aware of what events might have been occurring during that time period. Patrick Meehan stated the traffic counts are less dramatic if they are divided by seven days.
- Commissioner Lynch questioned if the City wants to push traffic into the residential areas. Lynch further questioned if staff had given any consideration to installing signals and/or gates to alert traffic when a fire truck would need to enter or exit the facility. Lynch stated he is concerned with permanently closing off Washington Street. Lahner responded that staff did not look into the gate option or costs associated with it.
- Commissioner Deans stated he had not received any complaints about the temporary closure of Washington Street, noticed drivers taking Johnson Street and Kane Street and gave his support of Option 1. Commissioner Reesman agreed and felt drivers found alternate routes.
- Alderman Prailes gave examples of traffic congestion and driving incidents on Milwaukee Avenue, expressing his concern with making the neighboring intersections unsafe by closing Washington Street. He further stated he will not support closing Washington Street.
- Commissioner Eisenhardt questioned if it was possible citizens did not complain about the closure since it was temporary. Lahner stated it was hard to say, however, the closure was well advertised ahead of time which would have normally brought in calls with concerns.
- Mayor Miller stated staff is trying to find a solution that will be safe for the Fire Department and safe for drivers. He expressed that he did not have an opinion of any of the options presented. He informed the Commission that they had a choice to approve one of the two options or table the item for more information. Lahner stated if the Site Plan is tabled it would not come back this year due to construction timing.
- Alderman Prailes stated he felt Option 2 was the best option since it kept Washington Street open. Prailes questioned how many trains go through the city each day, as he felt this would cause more back ups if Washington Street was closed. Lahner responded that there are approximately 26 per day.
- Commissioner Lynch stated again that he is concerned with traffic being funneled to the residential areas if Washington Street is closed.
- Vicki View Peterson, 1322 S. Teut Road, Burlington, questioned if a flashing light sign could be installed to notify drivers of fire trucks entering or exiting the building as seen in other communities. Commissioner Lynch stated he liked Ms. Peterson's suggestion.
- There were no further comments.

Alderman Prailes moved to approve Option 2 of the Site Plan. There was no second. The motion died. Commissioner Deans moved to approve Option 1 of the Site Plan with a second by Commissioner Reesman. A roll call vote was taken as follows: Ayes: Reesman, Deans; Nays: Eisenhardt, Lynch, Prailes. Vote 3-2. Motion denied. Mayor Miller stated Option 2 of the Site Plan would be tabled for further review and options to be brought back by staff.

**ADJOURNMENT**

Alderman Prailes moved and Commissioner Eisenhardt seconded to adjourn the meeting at 7:32 p.m. *All were in favor and the motion carried.*

Recording Secretary  
Megan E. Watkins  
Director of Administrative Services