



**Administration Department**

300 N. Pine Street, Burlington, WI, 53105

(262) 342-1161 – (262) 763-3474 fax

www.burlington-wi.gov

**Minutes**  
**City of Burlington Special Plan Commission**  
**Police Dept. Courtroom**  
**May 21, 2013, 5:30 p.m.**

Mayor Robert Miller called the Plan Commission meeting to order this Tuesday evening at 5:32 p.m. Roll call: Alderman Tom Vos; Commissioners Darrel Eisenhardt, Michael Deans and John Lynch were present. Alderman Robert Prailes and Commissioner Chris Reesman were excused. Also present were City Administrator Kevin Lahner, Fire Chief Richard Lodle, Public Works Director Craig Workman, Zoning Administrator Patrick Scherrer, Alderman Tom Preusker and Alderman Jon Schultz.

**CITIZEN COMMENTS**

None

**OLD BUSINESS**

**A. 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.
- Fire Chief Lodle gave an overview of the project stating the ultimate goal is to provide safety for the fire department personnel. He indicated the fire station has been maintained well and should serve the city at least another 40 to 50 years as it sits now. He further stated Option 2 of the Site Plan is fully supported by the full-time and volunteer fire fighters and feels, although it is a compromise from the original plan, it will still provide for safety and efficiency.
- Commissioner Lynch stated he felt crossing arms at Washington Street/Milwaukee Avenue and Washington Street/Johnson Street could be operated by personnel that are at the department at all times. He further stated that the crossing arms would be the best solution without disrupting traffic patterns. Chief Lodle responded that the Rescue Squad does not have personnel on site at all times. He further stated the fire and rescue personnel and volunteers would need to access these intersections to get to the emergency vehicles and feels the crossing arms may delay quick access for responders. Commissioner Lynch stated he is looking for a compromise to keep the Washington Street and Milwaukee Avenue accesses open. Alderman Vos stated he does not support the idea of crossing arms at an angled intersection and feels it would create an accident-prone area.
- Public Works Director Craig Workman stated staff three main goals for the project; safety, improve efficiency, and maximize parking by closing off Washington Street at the southwest intersection with Milwaukee Avenue. He briefly reviewed his May 16, 2013

memorandum giving an overview of the estimated cost of \$20,000 to \$30,000 for each traffic gate.

- Alderman Vos stated he was in support of Option 2 and did not care for the gate option. He suggested staff look into getting flashing lights for when trucks enter and exit the station. Commissioner Deans seconded this suggestion stating he felt it would help slow traffic down.
- Alderman Vos questioned if Washington Street could be narrowed with no parking on either side to allow a few extra feet to be added to the fire station driveway apron. Administrator Lahner stated staff could look into that option which wouldn't affect the Site Plan that was for approval.
- Commissioner Lynch questioned if a right turn only lane could be added to Milwaukee Avenue for entrance to Washington Street. Lahner stated staff is planning to look at the option of installing a right turn only lane if there is enough room for one.
- Mayor Miller stated the Commission could table Option 2 of the Site Plan to explore more options; however, if the Site Plan is tabled the project would not occur this year.
- There were no further comments.

Alderman Vos moved and Commissioner Deans seconded to approve Option 2 of a Site Plan for 165 and 181 W. Washington Street, subject to Patrick Meehan's January 22, 2013 memorandum to the Plan Commission as follows:

- Minimum Required Landscaping Within Off-Street Parking Lots: Section 315-48(D)(5) requires that: "Canopy trees shall be provided at the rate of one (1) tree for each fifteen (15) off-street parking spaces (or fraction thereof) within the interior of the off-street parking area." Based upon the provision of 27 off-street parking spaces for the proposed new western located parking lot two (2) such trees need to be provided and only one (1) tree is indicated on the Landscape Plan (in the northwestern island area situated between the new parking lot area and the Milwaukee Avenue roadway). Therefore, one (1) additional canopy tree needs to be placed within the northeastern island area situated between the new parking lot area and the Milwaukee Avenue roadway and a revised Sheet 4.5 Landscape Plan submitted indicating the additional canopy tree located in the area described.

Section 315-48(D)(5) requires that single-stem canopy trees (such as the proposed Autumn Blaze Maple and Shade Master Honey Locust trees) be a minimum caliper of 3 inches. The trees proposed on Sheet 4.6 of the proposed Landscape Plan indicate these proposed trees to be only 2-inch caliper. Therefore, these trees need to be increased to a minimum size of 3-inch caliper and a revised Sheet 4.6 Landscape Details submitted indicating the increased canopy tree size of 3-inch caliper.

- Outdoor Lighting Plans: No Lighting Plan was submitted with the Site Plan materials. Therefore, Meehan & Company, Inc. concludes that no outdoor lighting is proposed at this time. If outdoor lighting is proposed at the subject property in the future, Sections 315-35(H) and 315-137(C)(25) of the City Zoning Ordinance

indicate, in part, that a Lighting Plan meeting the following requirements shall be submitted and have, at a minimum, the following elements:

- 1) A catalog page, cut sheet, or photograph of the luminaire including the mounting method, a graphic depiction of the luminaire lamp (or bulb) concealment, and graphic depiction of light cut-off angles.
- 2) A photometric data test report of the proposed luminaire graphically showing the lighting distribution in all angles vertically and horizontally around the luminaire.
- 3) A plot plan, drawn to a recognized engineering or architectural scale, indicating the location of the luminaire(s) proposed, mounting and/or installation height in feet, the overall illumination levels (in footcandles) and lighting uniformities on the site, and the illumination levels (in footcandles) at the property boundary lines. This may be accomplished by means of an isolux curve or computer printout projecting the illumination levels.
- 4) Exterior lighting in the I-1 District shall be limited to total cut-off type luminaires (with angle greater than 90 degrees). The maximum permitted illumination shall be two footcandles (as measured at the property line), and the maximum permitted luminaire height shall be 28 feet as measured from surrounding grade to the bottom of the luminaire.

*Roll call vote: Ayes: Vos, Eisenhardt, Lynch, Deans; Nays: None; 4-0. All in favor and the motion carried.*

#### **ADJOURNMENT**

Commissioner Eisenhardt moved and Commissioner Deans seconded to adjourn the meeting at 6:10 p.m. *All were in favor and the motion carried.*

Recording Secretary  
Megan E. Watkins  
Director of Administrative Services