



Minutes
City of Burlington Plan Commission
Police Dept. Courtroom
October 8, 2013, 6:30 p.m.

Mayor Robert Miller called the Plan Commission meeting to order at 6:31 p.m. Roll call: Alderman Ruth Dawidziak; Commissioners Darrel Eisenhardt and Chris Reesman were present. Commissioner Mike Deans was excused. Alderman Tom Vos, Commissioner John Lynch and Town of Burlington Representative Phil Peterson were absent. Also present were City Administrator Kevin Lahner, City Planner Patrick Meehan and Zoning Administrator Patrick Scherrer.

APPROVAL OF MINUTES

Commissioner Eisenhardt moved and Alderman Dawidziak seconded to approve the minutes of September 10, 2013. All were in favor, and the motion carried.

CITIZEN COMMENTS

None

LETTERS & COMMUNICATIONS

None

PUBLIC HEARINGS

None

OLD BUSINESS

None

NEW BUSINESS

A. Consideration of a Site Plan from The Peter Scherrer Group on behalf of Spring Brook Townhomes, LLC to construct an 8-unit multi-family building on Hidden Creek Lane.

- Mayor Miller opened this item for discussion.
- Tim Lynch, Engineer for Spring Brook Townhomes, LLC, gave a brief overview of the project. He stated the items within Kapur & Associates, Meehan & Company and the Fire Department's memorandums will be addressed and revised plans will be submitted.

- Alderman Dawidziak questioned how this project will affect the retention pond that is currently there. Mr. Lynch stated the development will be utilizing the retention pond. He indicated the retention pond was originally sized for a similar type of density with future development and the impervious total will be under the density limit.
- Alderman Dawidziak questioned if there would be a retaining wall between the property line and the retention pond since they are so close together. Mr. Lynch responded that there will be a two to three-foot wall along the parking lot with the remainder of the area nicely sloped.
- Alderman Dawidziak questioned if there will be sidewalks installed along Hidden Creek Lane. Patrick Meehan stated the City cannot require the developer to install off-site improvements like sidewalks since the property is not being divided. Administrator Lahner stated he didn't believe the original plans for the site contained sidewalks for that side of the road. Dawidziak expressed concern that the City will require installation of sidewalks in the future which would lead to a similar situation as happened this summer with S. Pine Street and Hidden Creek Lane. Mayor Miller asked the developer's representatives if they would consider installing the sidewalk. Peter Scherrer of The Peter Scherrer Group stated it is possible but they would want it to connect to sidewalk with adjacent parcels, which has not been installed yet. Leslie Scherrer of The Peter Scherrer Group stated Craig Workman, Director of Public Works indicated to her that the current condominium owners on Hidden Creek Lane voted to not have sidewalks installed on that side of the road since there was sidewalk on the opposite side and along Pine Street. Dawidziak responded that the condominium owners are not the only residents in that area and that she doesn't want to see the installation forced in the future. Mayor Miller stated eventually, due to development, sidewalks will need to be installed on that side of the road and encouraged the developer to consider installing their portion now. Commissioner Reesman suggested shortening the islands dividing the driveways to create a thoroughfare for pedestrians near the aprons. All parties agreed to look into it and discuss the options.
- There were no further comments.

Commissioner Reesman moved and Alderman Dawidziak seconded to approve a Site Plan for Spring Brook Townhomes. The Commission further determined the changes to the PUD District are not substantial in accordance with the provisions of Section 315-43F. Approval of the Site Plan is subject to Patrick Meehan's September 23, 2013 and Kapur & Associates' September 30, 2013 memorandums to the Plan Commission as follows:

- Site Plan Drawings:
 - Density of residential uses and the number of dwelling units by type.
 - The expected date of commencement and completion of physical development Architectural plans, elevations, and perspective drawings and sketches illustrating the design, character, materials, and dimensions of proposed structures.

- Lighting data shall be submitted which indicates the location, type, and illumination level (in footcandles) of all outdoor lighting proposed to illuminate the site.
 - Copies of any letters of review or permits granted by applicable federal, state, or county regulatory agencies having jurisdiction over highway access, if applicable shall be noted on the site plan.
 - Plans shall be converted to the City Datum with benchmarks provided for reference and engineering.
 - Utility contact information shall be provided on page two.
 - Clarify the number of parking spaces by noting the number of garage stalls in the calculation.
- Landscape Plan: A Landscape Plan shall be submitted to the City indicating landscape plant materials located in the area (those areas which appear to be "landscape islands") between the parking lot and the adjacent street right-of-way.
 - Utility Plan: Relocate/realign the existing storm sewer to be reconstructed from the manhole adjacent to the southeast corner of the structure to the outfall and submit revised plans to City staff.
 - Grading Plan:
 - A barrier wall guard rail or fence is needed along the retaining wall. Provide detail in regards to the retaining wall, manufacturer, specifications and anticipated materials.
 - Additional spot grades shall be provided at all pavement corners, building corners, points of curvature, match points, and areas required to construct and determine proper drainage.
 - Contours shall be clarified along existing north-south drive.
 - Erosion Control Plan:
 - Provide storm inlet protection on any existing inlets within the runoff area.
 - Maximize the length of the tracking pad and narrow the width to 25 feet.
 - Minimum Required Width of Off-Street Parking Rows and Aisles: The size of the proposed double row and aisle of 90-degree parking area located on the south side of the proposed building is only 64 feet in width and, therefore, does not meet this requirement. Therefore, a revision of all affected Site Plan-related drawings (Sheets 4, 5, and 6) needs to be submitted to the City indicating the size of this double row and aisle of parking as 65 feet in width.

- Parking for Persons with Disabilities: Pursuant to the requirements of Section 315-48(H) and Table 4 of the City Zoning Ordinance, off-street parking for persons with disabilities needs to be met and indicated on the Site Plan. A revision of all affected Site Plan-related drawings (Sheets 4,5 and 6) needs to be submitted to the City indicating a total of one (1) accessible off-street parking space.
- Permanent Marking of Off-Street Parking Area: Section 315-48(G) requires that all off-street parking stalls serving five (5) or more vehicles shall have all parking stalls permanently marked by painted lines or other approved material, and said marking shall be maintained so as to be legible at all times. This requirement will need to be met prior to the issuance of an Occupancy Permit.
- Developer's Agreement: A "Developer's Agreement" ("Planned Unit Development Agreement") shall be reviewed by the City Attorney relating to any required public Improvements associated with the development and a letter of credit for said public improvements associated with the development (as required under the provisions of Section 315-43(K)(2)(b)).
- That no Building Permits shall be issued until:
 - Any needed sanitary and storm sewer and water mains have been installed, tested, and approved by the City of Burlington.
 - Drainage has been rough graded and approved by the City of Burlington.
 - The property has been rough graded and approved by the City of Burlington.
- That no Occupancy Permits shall be issued until:
 - Private drives and parking areas have been paved except for the final lift of asphalt.
 - The gas, telephone, and electrical services have been installed and are in operation.
 - The water system is installed, tested, and approved by the City of Burlington.
 - The sanitary sewer system is installed, tested, and approved by the City of Burlington.
 - All City of Burlington codes and ordinances and Building Codes have been complied with.
- A pre-construction meeting is required before construction begins.
- A right-of-way permit for utility and construction work in the right-of-way is required before construction.
- A modified report is required detailing the as-built functionality of the pond along with the changes to the surfaces.

All in were in favor, and the motion carried.

ADJOURNMENT

Commissioner Reesman moved and Alderman Dawidziak seconded to adjourn the meeting at 6:52 p.m. *All were in favor, and the motion carried.*

Recording Secretary
Megan E. Watkins
Director of Administrative Services