



Minutes
City of Burlington Plan Commission
Police Dept. Courtroom
February 11, 2014, 6:30 p.m.

Mayor Robert Miller called the Plan Commission meeting to order at 6:30 p.m. Roll call: Aldermen Tom Vos and Ruth Dawidziak; Commissioners Darrel Eisenhardt, Chris Reesman and John Lynch; and Student Representative Shan Gill were present. Commissioner Mike Deans was excused. Town of Burlington Representative Phil Peterson was absent. Also present were City Administrator Kevin Lahner and Zoning Administrator Patrick Scherrer.

APPROVAL OF MINUTES

Alderman Vos moved and Commissioner Lynch seconded to approve the minutes of December 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 Edson McCord for property located at 380 W. Market Street to use the existing building for storage of private vehicles.

- Mayor Miller opened this item for discussion.
- Alderman Vos questioned if this use conforms with current zoning. Administrator Lahner confirmed that it does.
- There were no further comments.

Alderman Vos moved and Commissioner Eisenhardt seconded to approve a Site Plan at 380 W. Market Street, subject to Patrick Scherrer's February 3, 2014 memorandum to the Plan Commission as follows:

- No manufacturing or commercial use of any kind is being proposed and any changes to the use of this property would require a re-submittal to the Zoning Administrator for review prior to the new proposed use.
- Per the parking tables, warehousing requires .5 parking spaces per 1,000 square feet. A total of eight parking stalls is required with a minimum size of 180 square feet or 9 feet x 20 feet. There is adequate space on site to accommodate the required eight parking spaces.

All were in favor and the motion carried.

B. Consideration to recommend approval of a Certified Survey Map from Blaine Schneider for property located at 988 S. Pine Street to divide the property into two parcels.

- Mayor Miller opened this item for discussion.
- There were no comments.

Commissioner Lynch moved and Commissioner Reesman seconded to recommend approval a Certified Survey Map for 988 S. Pine Street, subject to Patrick Meehan's January 27, 2014 and Kapur & Associates' January 31, 2014 memorandums to the Plan Commission as follows:

- That the Plan Commission and Common Council waive the requirements of Section 278-48(A)(5) of Chapter 278 requires the following data to be indicated on the Certified Survey Map: "Existing and proposed contours at vertical intervals of not more than two feet where the slope of the ground surface is less than 10% and of not more than five feet where the slope of the ground surface is 10% or more. Elevations shall be marked on such contours based upon National Geodetic Vertical Datum of 1929 (mean sea level). This requirement may be waived if the parcel(s) created is (are) fully developed."
- The Surveyor identified the roadway as 'STH 83'. This should be removed from the drawing since it is no longer a State Highway.
- The label for Lot 1 of CSM No. 2339 should be underlined with a dashed line.
- The centerline of Pine Street should be identified as such.
- The Surveyor shows some notes on the adjacent Lot 1 of CSM No. 2339 that refers to Lots 1 and 2. These should be changed to make it clear these are in reference to Lots 1 & 2 of CSM 2339, not the new lots which are being created with the submitted CSM.
- The State of Wisconsin has a deed restriction on CSM 2339 that will need to be removed before access can be granted on this new CSM.
- There appears to be a drainage swale located in the street yard of this property and the owner will need to address both the crossing of this swale and the hydraulic capacity of any structure put in this swale to construct a crossing for access.

- There is no mortgage certificate on the face of the map stating approval of the land split. It is recommended to add this or receive a written statement from the owner that no other parties have any interest in this property.
- The Surveyor should modify his certificate from "... THAT I HAVE SURVEYED THE LAND DESCRIBED HEREON AND THAT THE MAP..." to "... THAT I HAVE SURVEYED AND DIVIDIED THE LAND DESCRIBED HEREON AND THE MAP..."
- Surveyor indicates that he has set new monuments at locations indicated on the map. If the monuments have not been set prior to approval, he should state that he will set said monuments within 30 days of the approval by all parties.

All were in favor and the motion carried. This CSM will go before the Common Council on March 4, 2014 for consideration.

C. Consideration to recommend approval an Ordinance to amend Sections 315-65, 315-73 and 315-78 of the Municipal Code regarding temporary signs.

- Mayor Miller opened this item for discussion.
- Administrator Lahner gave a brief overview of the amendment stating the changes are reflective of feedback from local businesses to allow more flexibility and improve enforcement of the code.
- There were no comments.

Alderman Vos moved and Commissioner Reesman seconded to recommend approval of a Text Amendment to Sections 315-65, 315-73 and 315-78.

All were in favor and the motion carried. This Text Amendment will go before the Common Council on March 4, 2014 for consideration.

ADJOURNMENT

Alderman Vos moved and Commissioner Lynch seconded to adjourn the meeting at 6:34 p.m. *All were in favor, and the motion carried.*

Recording Secretary
Megan E. Watkins
Director of Administrative Services