



**Minutes**  
**City of Burlington Plan Commission**  
**Police Dept. Courtroom**  
**March 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, City Planner Patrick Meehan, Public Works Director Craig Workman and Zoning Administrator Patrick Scherrer.

**APPROVAL OF MINUTES**

Alderman Vos moved and Commissioner Reesman seconded to approve the minutes of February 11, 2014. All were in favor, and the motion carried.

- Commissioner Lynch arrived at 6:32 p.m. and recused himself from items 8A and 8B.

**CITIZEN COMMENTS**

None

**LETTERS & COMMUNICATIONS**

None

**PUBLIC HEARINGS**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

**A. Consideration to recommend approval of a Certified Survey Map from LaMaccia Group, on behalf of Landmark Credit Union, for property located at 973 Milwaukee Avenue.**

- Mayor Miller opened this item for discussion.

- Alderman Vos questioned if Outlot 1 was designed to be unbuildable as it has several easements on it. Pat Meehan stated it appears that way and that the square footage does not meet the minimum requirement to build on.
- Pat Meehan recommended to the Commission that they might want to evaluate and consider denying the recommendation in Kapur & Associates memorandum that states, *"It is unclear what the purpose of the Outlot 1 is. We recommend that Outlot 1 be combined with Parcel B of C.S.M No. 40 or it remains as part of the existing parcel. If the Outlot is not combined with Parcel B the ingress and egress easement at the entrance needs to be extended to Parcel B. If the outlot were to be sold, access to parcel B would be needed"*.
- Alderman Vos questioned the purpose of the outlot and if it could be attached to the parcel with the existing building. Ian McCain of LaMacchia Group responded that the size of Outlot 1 was not needed for the credit union project so it was separated out. The intent was to attach it with the parcel to the south. Vos questioned if the outlot could be attached to the credit union site in the future. Administrator Lahner stated it could.
- There were no further comments.

Alderman Vos moved and Commissioner Reesman seconded to recommend approval of a CSM for 973 Milwaukee Avenue. Vos amended the motion to recommend approval of the CSM and strike the requirement in Kapur & Associates' February 27<sup>th</sup> memorandum that states, *"It is unclear what the purpose of the Outlot 1 is. We recommend that Outlot 1 be combined with Parcel B of C.S.M No. 40 or it remains as part of the existing parcel. If the Outlot is not combined with Parcel B the ingress and egress easement at the entrance needs to be extended to Parcel B. If the outlot were to be sold, access to parcel B would be needed"*.

All were in favor and the motion carried to approve the amendment to the motion. All were in favor to recommend approval of the CSM and recommendations as stated in Meehan & Company's February 24, 2014 and Kapur & Associates' February 27, 2014 memorandums as amended and as follows:

A revised Certified Survey Map addressing the following items shall be submitted to City staff review for compliance:

- The reciprocal ingress and egress easement to the Outlot 1 and Lot 1 does not match the defined dimensions. It is listed as a 50'x55' easement, but the dimensions are 56'x60". Clarify the discrepancy on a revised site plan.
- Section 278-48(A)(2) requires that the setbacks of the B-1 District be indicated on the face of the proposed Certified Survey Map. These setbacks can be indicated in tabular form or in the form of a note.
- Since the "Grading & Erosion Control Plan–Sheet C-2.0" has been submitted by the applicant as part of the Site Plan, requirements of Section 278-48(A)(5) be waived.

- The words North and STH 36 should be removed from the street name. The correct street name is “Milwaukee Avenue”.
- Please show the 12” water main and the 12” sanitary force main locations in the easement along the WEPCO easement, since these are crucial mains in our systems, in a non-typical location.
- The “North” and the “STH 36” designations need to be removed on all sheets from “North Milwaukee Ave. (STH 36)”. Particularly for the site address – it will be simply 973 Milwaukee Ave.

*All were in favor and the motion carried. This item will move on to the March 18, 2014 Committee of the Whole meeting and the April 2, 2014 Common Council meeting.*

**B. Consideration to approve a Site Plan Application from LaMaccia Group, on behalf of Landmark Credit Union, to construct a financial institution building at 973 Milwaukee Avenue.**

- Mayor Miller opened this item for discussion.
- Ian McCain of LaMacchia Group gave a quick overview of the conceptual site plans and elevations.
- Patrick Meehan mentioned that the parking dimensions on the site plan are incorrect as indicated in his memorandum as Item 5e. Aaron Cook, engineer of Haag Muller, Inc., stated that the site is challenging due to multiple utility easements, sloping on the back of the property and the required setbacks, leaving parking tight when following code regulations. Mr. Cook further stated they are concerned with the seven foot embankment next to the drive-thru lane and prefer to make the parking stalls 10’ x 18’ instead of the required 9’ x 20’ in order to create a safe driving lane. Meehan and Mayor Miller stated they would need to apply for a variance with the Zoning Board of Appeals in order to change what is required in the code. Meehan further stated he felt the site plan could be amended to incorporate the driveway needs with parking stalls of proper dimension and gave a couple of options to achieve this.
- Alderman Vos questioned if the utility easements were above or below ground. Mr. Cook stated they are underground and they are working with AT&T to use some of the easement area. Vos inquired if the credit union building could be shifted to the south. Mr. Cook stated it could not as it would be too close to the ATC easement. Mr. Cook further stated they can be flexible however they are hoping to keep the current site plan for grading purposes.
- Ian McCain questioned Item 5m in Meehan’s memorandum regarding the 60 foot vision triangle. Meehan responded that the sign is listed within the vision triangle on the site plan and will need to be moved to the northeast some.
- Mr. McCain inquired about the sidewalk requirement and requested to wait to install the full sidewalk, only installing sidewalk in front of the credit union development. Vos

questioned if this was allowable. Administrator Lahner stated the sidewalk is labeled as “future” due to grading issues with the adjacent lots. Staff has recommended the installation only in front of the development with a Letter of Credit or bond in place to cover the remainder of required sidewalk in the future. Vos stated he supports this option. Meehan stated the Letter of Credit should cover the outlot and lot.

- Mr. McCain stated the bollards along Milwaukee Avenue will be removed as required in Kapur’s memorandum. Mr. McCain further stated they feel there will be challenges connecting to the sanitary sewer via boring due to the soil in the area and requested to work with City staff to create a plan to connect. Public Works Director Craig Workman and Administrator Lahner stated this would not be a problem. Mayor Miller reminded Mr. McCain that they cannot trench or cut into Milwaukee Avenue.
- There were no further comments.

Alderman Vos moved and Commissioner Reesman seconded to approve a Site Plan for 973 Milwaukee Avenue, subject to Patrick Meehan’s February 24, 2014 and Kapur & Associates’ February 27, 2014 memorandums to the Plan Commission as follows:

- The proposed Site Plan (and related drawings) indicates that only 42 feet of width is indicated for the single row and aisle width of 90 degree parking spaces (not the required minimum of 45 feet) and only 60 feet is indicated for the double row and aisle of 90 degree parking spaces (not the required 65 feet). Therefore, the proposed plans do not meet these requirements. All affected plans will need to be revised accordingly and resubmitted to the City staff for review for compliance.
- The proposed freestanding sign is proposed to be located only about 29+/- feet from the intersection of Milwaukee Avenue and the proposed private drive, as depicted in the various plans submitted by the applicant. Therefore, the proposed freestanding sign appears to be proposed to be located INSIDE of the required 60-foot triangular vision clearance space defined by the first clause of Section 315-46(B), and determined by using the standards set forth under the latest edition of the sight distance portion of Chapter IX of the American Association of State Highway and Transportation Officials (AASHTO) publication titled "A Policy on Geometric Design of Highways and Streets"
- The applicant has not indicated if outdoor storage is proposed. If this should change in the future, the applicant shall meet all of the requirements of Section 315-26(M) regarding outdoor storage.
- Pursuant to the requirements of Section 315-64(D), on site directional signs cannot exceed three square feet in area. If such signs are installed, the requirements of Section 315-64(D) shall be met.
- Data (including proposed freestanding sign area with ALL dimensions indicated for the sign face) and drawings pertaining to the freestanding sign (other than location and sign height) have not been submitted by the applicant and need to be submitted to City staff for review and compliance prior to the issuance of a Sign Permit.

- The applicant's submitted Landscape Plan appears to place landscape plant materials at the base of the proposed freestanding sign. However, the placement of all proposed signage landscaping will need to meet the requirements regarding traffic visibility as set forth in Section 315-46(A)(2) titled "Traffic Visibility".
- The accessible route to the building from the sidewalk should also be accounted for as required by the City Building Inspector.
- The project is listed as disturbing less than one acre of property (38,000 SF) and therefore would not require a WDNR notice of intent to grade. This area does not account for the gravel that is being covered with topsoil which is part of the construction area and disturbance calculation. A WDNR NOI will be required for this project.
- The project creates no net increase in parking, or roads and gravel (parking) is considered impervious for the purposes of storm water management. Post Construction Storm Water management will not be required. Erosion control and construction storm water management is still necessary and required during construction. The plans have provided for storm water and sediment control during construction.
- The "North" and the "STH 36" designations need to be removed on all sheets from "North Milwaukee Ave. (STH 36)". Particularly for the site address – it will be simply 973 Milwaukee Ave.
- The Department of Public Works and Kapur & Associates shall be notified prior to any work or excavation to the public watermain, any work within the Milwaukee Avenue right of way, or for connections to City sewer.
- The sanitary sewer crossing Milwaukee Avenue is required to be bored. Open cutting of Milwaukee Avenue will not be allowed. Bore pits are allowed within the right-of-way but outside of the pavement limits.
- Sidewalk shall be installed to the limits as shown on the plans and a Letter of Credit or bond shall be provided for the future sidewalk along Milwaukee Avenue. The Letter of credit should account for sidewalk along the entire frontage of both the Outlot and Lot 1.
- Confirm or clarify that ALL the bollards and light pole bases along Milwaukee Avenue are being removed. There are many bollards and additional light pole bases along proposed Outlot 1.
- Limits shall clearly be defined if the gravel at the rear of the property proposed is to be removed.
- The proposed grading plan does not accurately show the grading for the topsoil placement over the gravel. The proposed grading and contours of the topsoil cover fill should be shown.

- “Future” is spelled wrong at the crosswalk of Milwaukee.
- The straw matting for all the side slopes shall be Class 1, Type A, single net minimum over topsoil and seed.
- The future walk should be shown for the entire frontage of the parcels. Add a note “Exact location to be determined” and a letter of credit be provided for the future sidewalk along Milwaukee Avenue. The Letter of credit should account for sidewalk along the entire frontage of both the Outlot and Lot 1.
- The Sanitary lateral requires additional cleanouts per State Plumbing code SPS. 382.35(3)3.b. Maximum spacing allowed is 100’.
- Some of the inverts are off by 100’. Specifically the tie in the invert and the 11 ¼ bend. The datum should be in the 700’s.
- The 6 inch storm sewer from the Inlet should be revised to a 12” HDPE, or PVC pipe. This will eliminate the need to special grout the end section, cover is not an issue. The rip-rap and energy dissipation area can remain the same.
- It is preferred that the lateral be ¼” per foot. It appears given the inverts, floor elevation, and insulation already provided that this is achievable. Maximize the grade on the lateral.
- The existing Sanitary Manholes north and south of the tie in location, rim and invert elevations should be provided on this sheet.
- The asphalt limits of the new pavement do not clearly show if they intend to pave to the existing drive apron on Milwaukee Ave. The new grading at the drive should take into account future sidewalk continuing to the south. Kapur & Associates recommends repair and replacement of the entire driveway.
- The parking lot width and aisle do not meet City Zoning requirements. Section 315.48(M). A double row and aisle requires 65 feet.
- The ADA ramp as shown does not allow for proper clearance for pedestrians on the walk. It should be modified to a DOT Type 7, ramp.
- Modify the Accessible Ramp detail to a Type 7.
- The jack and bore detail as provided references jacking a steel casing pipe with a PVC carrier. Open cut is not allowed. The boring will most likely be done directionally with HDPE fused pipe, fused PVC or retrained joint PVC. If the steel casing jack and bore method is to be used, stainless steel casing spacers are required, with link seals on both casing ends. Annular fill will not be required.

*All were in favor and the motion carried.*

- Commissioner Lynch joined the meeting at 7:06 p.m.

**C. Consideration to recommend approval of an Annexation request with permanent zoning of M-2, General Manufacturing, from KW Development, LLC for property located 5421 Mormon Road (002-02-19-06-018-000) in the Town of Burlington.**

- Mayor Miller opened this item for discussion.
- Alderman Vos inquired if there is any part of the parcel that is in the Primary or Secondary Environmental Corridors. Administrator Lahner stated there is not.
- Vos questioned if KW Precast can expand if desired. Lahner and Mayor Miller stated KW Precast has discussed the desire to create an access road to Spring Valley Road.
- There were no further comments.

Commissioner Lynch moved and Commissioner Eisenhardt seconded to recommend approval of an annexation request at 5421 Mormon Road.

*All were in favor and the motion carried. This item will move on to the March 18, 2014 Committee of the Whole meeting and the April 2, 2014 Common Council meeting.*

**ADJOURNMENT**

Alderman Vos moved and Alderman Dawidziak seconded to adjourn the meeting at 7:09 p.m. *All were in favor and the motion carried.*



Recording Secretary  
Megan E. Watkins  
Director of Administrative Services