



Administration Department

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**Minutes
City of Burlington Plan Commission
April 8, 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, Mike Deans, Chris Reesman and John Lynch; and Student Representatives Shan Gill and Courtenay Krusemark were present. 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 Vos moved and Commissioner Reesman seconded to approve the minutes of March 11, 2014. 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 Square One Heating & Cooling for property located at 616 Droster Avenue for HVAC sales and service with on-site sheet metal fabrication.

- Mayor Miller opened the Public Hearing at 6:32 p.m.
- There were no comments.

Commissioner Lynch moved and Alderman Vos moved seconded to close the Public Hearing at 6:33 p.m. All in favor and the motion carried.

OLD BUSINESS

None

NEW BUSINESS

A. Consideration to approve a Site Plan and Conditional Use application from Square One Heating & Cooling for property located at 616 Droster Avenue for HVAC sales and service with on-site sheet metal fabrication.

- Mayor Miller opened this item for discussion.
- Alderman Vos inquired if all of the zoning requirements are met with this project and if there will be any issues with Droster Avenue being unimproved. Pat Meehan responded that all requirements are met with the building and since a Certified Survey Map was not submitted, the City cannot force the applicant to improve the street.
- Meehan informed the commission that the proposed outdoor storage space on the site plan exceeds the allowable 262 square feet of area. Lee Schroeder of Square One Heating & Cooling stated they would like to keep two large dumpsters and scrap metal in this area and have it screened. Meehan stated it can be fenced in but couldn't be larger than 262 square feet, which is about the size of a two-car garage. Mr. Schroeder questioned what is considered outdoor storage. Pat Scherrer stated it would not include equipment but could include the scrap metal, for example. Vos stated he felt the square footage requirement was unrealistic, prohibits the applicant's desire to screen the area from view and questioned if it could be adjusted for different business types. Administrator Lahner stated adjusting the requirement would call for a text amendment to the municipal code. Scherrer stated he could take a look at what is going on at the location once the business is in. Schroeder stated there are times they will have twenty to thirty furnaces and full dumpsters in a week. He further stated the building is surrounded by woods and other service businesses. Commissioner Lynch responded that this location is at the gateway of the city and appearance is important. Lynch further questioned if the site plan was indicating a fence and gates installed along the perimeter of the rear yard. Steve Hansen of Square One stated there will be a six-foot tall wood fence with a gate at each entry to block the view of the side and rear yards. Commissioner Reesman questioned if dumpsters are considered outdoor storage. Meehan responded that they are not.
- There were no further comments.

Alderman Vos moved and Commissioner Reesman seconded to approve Site Plan and Conditional Use for property located at 616 Droster Avenue, subject to Patrick Meehan's March 21, memorandum to the Plan Commission as follows:

- Under the above Zoning ordinance requirements, as the principal structure is only 5,249 square feet in area, an outdoor storage area of only 262.45 square feet is allowed at the subject property. Therefore, the proposed 20' x 50' (1,000 square-foot) outdoor storage area shall be reduced in size to a maximum of 262.45 square feet in area (with sight proof screening) and a revised Site Plan submitted to the City for City staff review prior to the issuance of a Conditional Use Permit.
- Based upon the Plat of Survey prepared by Thomas L. Satter, dated March 12, 2014, it appears that the subject property consists of two existing parcels of land. As such, in order to comply with various requirements of the City Zoning Ordinance in order to use both properties together as a single parcel and use, the applicant will need to accomplish a land consolidation under the provisions of Section 315-140. The applicant shall provide written proof to the City of

Burlington that such a land consolidation has taken place prior to the City's issuance of a Conditional Use Permit.

All were in favor and the motion carried.

B. Consideration to approve a Site Plan application from McCormick Construction on behalf of Nestle Company, Inc. for property located at 637 S. Pine Street to construct sugar storage silo.

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

Commissioner Eisenhardt moved and Commissioner Lynch seconded to approve a Site Plan for property located at 637 S. Pine Street, subject to Patrick Meehan's March 21, 2014 and Kapur & Associates' March 31, 2014 memorandums to the Plan Commission.

All were in favor and the motion carried.

C. Consideration to approve a Site Plan Application from Stelling & Associates on behalf of KW Precast for property located at 472 W. Market Street to construct a precast component fabrication building.

- Mayor Miller opened this item for discussion.
- Commissioner Lynch questioned if the parking provision is the same as what was required on the Menards site plan. Meehan stated parking is not an issue now but could become a problem in the future if the use of the site changes. He further stated he was not sure about Menards, but requirements like this have been approved with other developments in the past. Mayor Miller stated Menards has a provision that if additional parking is needed it would be taken from their outdoor storage area. Pat Scherrer stated the parking requirement language could be included on the Occupancy Permit for any future changes in use. Meehan stated due to the change in state law with non-conforming uses, if the language is not approved, all future use at the site would be existing non-conforming and the City could not require additional parking regardless of the use.
- Alderman Vos questioned what the building use would be. Lahner stated it will be a concrete shelter to make concrete forms year round.
- There were no further comments.

Alderman Vos moved and Commissioner Lynch seconded to approve a Site Plan for property located at 472 W. Market Street, subject to Patrick Meehan's March 21, 2014 and Kapur & Associates' March 31, 2014 memorandums to the Plan Commission as follows:

- Under the provisions of the City Zoning Ordinance, the proposed manufacturing of precast concrete components requires the provision of either 2.5 off-street parking spaces per 1,000 square feet of floor area or the provision of 1 space per employee, plus 1 space per company vehicle, plus 1 space per 5,000 square feet for visitor parking, whichever is greater. Under the first of the above alternative requirements (2.5 off-street parking spaces per 1,000 square feet of floor area), a total of 34 off-street parking spaces would be required to serve the proposed 13,535+/- square-foot building. It is recommended that should the provision of adequate off-street parking to accommodate the proposed building's uses and/or employees becomes an issue in the future (as determined by the City Plan Commission), the Plan Commission may require the property owner to construct up to 34 such off-street parking spaces and said spaces and associated drives shall meet all applicable requirements of the City of Burlington Zoning Ordinance.
- The owner shall provide a drawing showing the exact location of the building in relationship to the property lines, signed and sealed by a registered land surveyor after the footings for the structure have been constructed and submitted to City staff for review.
- Downspouts and roof runoff were not addressed in the submittal. It is unclear what the intentions of the roof drainage are. Downspouts (if any) should be directed to the east and the sediment basin.
- The Architect shall certify, on the plans, that the plans are in accordance with the rules and regulations of the City of Burlington, and the State of Wisconsin, and sign and seal said certificate.

All were in favor and the motion carried.

ADJOURNMENT

Commissioner Lynch moved and Commissioner Deans 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