



**Minutes**  
**City of Burlington Plan Commission**  
**May 13, 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 Representatives Shan Gill and Courtenay Krusemark were present. Commissioner Mike Deans was absent. Also present were City Administrator Kevin Lahner, City Planner Patrick Meehan, Zoning Administrator Patrick Scherrer, Public Works Director Craig Workman and Greg Governatori of Kapur & Associates.

**APPROVAL OF MINUTES**

Alderman Vos moved and Commissioner Reesman seconded to approve the minutes of April 8, 2014. All were in favor, and the motion carried.

**CITIZEN COMMENTS**

None

**LETTERS & COMMUNICATIONS**

None

**PUBLIC HEARINGS**

None

**OLD BUSINESS**

None

Alderman Vos recused himself from discussion of a Site Plan at 140 Longmeadow Drive at 6:32 p.m.

**NEW BUSINESS**

**A. Consideration to approve a Site Plan application from Katt Construction on behalf of Romata, LLC for property located at 140 Longmeadow Drive to construct an addition to the existing building.**

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

Commissioner Lynch moved and Commissioner Reesman seconded to approve a Site Plan for property located at 140 Longmeadow Drive, subject the Common Council's approval of a text amendment to decrease the rear yard setback in a M-2 District to 15 feet. Also subject to Kapur & Associates' April 23, 2014 and Patrick Meehan's April 30, 2014 memorandums to the Plan Commission as follows:

- Should the provision of adequate off-street parking to accommodate the proposed building addition's uses and/or employees become an issue in the future (as determined by the City Plan Commission), the Plan Commission may require the property owner to construct up to two (2) such off-street parking spaces as indicated in Section 315-48I and that said spaces and associated drives shall meet all applicable requirements of the City of Burlington Zoning Ordinance.
- The applicant should tie the existing four or five down spouts on the north of the building directly to the proposed storm sewer inlet. This will prevent ponding and drainage problems in the area between the addition and the existing structure.
- The existing inlet at the north property line requires inlet protection. Provide a permeable type inlet protection to allow runoff to enter the catch basin and reduce sediment from entering. Acceptable materials such as coir fiber logs, or a WisDOT type "A", or Type "D" inlet protection with type DF fabric. Protection should be placed prior to any construction and kept in place until work and any necessary stabilization is complete.

*All were in favor and the motion carried.*

**B. Consideration to approve a Site Plan application from Katt Construction on behalf of Packaging Corporation of America for property located at 1600 S. Pine Street to construct an addition to the existing building.**

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

Commissioner Lynch moved and Alderman Vos seconded to approve a Site Plan for property located at 1600 S. Pine Street, subject to Kapur & Associates' April 25, 2014 and Patrick Meehan's April 30, 2014 memorandums to the Plan Commission.

*All were in favor and the motion carried.*

Alderman Vos rejoined the meeting at 6:37 p.m.

**C. Consideration to approve a Site Plan application from Vector 1 Investments, LLC to extend and connect Walton Road to Milwaukee Avenue.**

- Mayor Miller opened this item for discussion.
- Wayne Higgins of Traffic Engineering Services, Inc., gave a brief overview of the project and stated he has been in contact with Kapur & Associates to address some of their requirements. Mr. Higgins requested to have a length of 250 feet for storage in the right and left turn lanes as the total length, stating with it tapering would be 400 feet, which is two to three car lengths.
- Alderman Vos questioned if it would be a non-signalized intersection. Mr. Higgins confirmed that was correct.
- Alderman Vos inquired if semi-truck traffic is anticipated with this intersection and if ingress/egress would hold up to large or heavy vehicles. Mr. Higgins stated that type of traffic is not expected, however the intersection is designed to handle fire engine access.
- Alderman Vos questioned who would be responsible for the cost and installation of signalization in the future if warranted with heavier traffic. Administrator Lahner stated the City would have to bear the costs, but could likely enter into negotiations with the adjacent developers along Walton Road. Mr. Higgins stated a traffic study that was conducted indicated it would be quite a long time before traffic would become heavy enough for signalization.
- Alderman Dawidziak inquired if the connection to Milwaukee Avenue was always intended. Mayor Miller stated the original intent of the Wal-Mart project did not have Walton Road connecting to Milwaukee Avenue. Mr. Higgins stated the Wisconsin Department of Transportation (DOT) would not allow access to Milwaukee Avenue, previously STH 36/83, as it was within one thousand feet of a signaled intersection. He further stated this has been brought to the City now since this stretch of roadway is now under City jurisdiction.
- Claudette Zoch of MRED Management, Inc., Burlington Crossing property manager, stated this connection is being brought forth to expand interest in the Burlington Crossing strip mall. She further stated that Wal-Mart, TSC and Burlington Crossing share responsibility of the frontage road and all feel connection to Milwaukee Avenue will be beneficial for their businesses. She further stated the three developers will share the costs of the intersection construction.
- Commissioner Lynch stated when the Wal-Mart development went in, many residents were concerned about increased traffic on Teut Road. He further stated that studies and meetings were conducted several years ago with the North STH 36/83 Corridor Plan. The consensus at the time was to limit access to Milwaukee Avenue for developments and force use of the frontage roads for better control. Lynch further expressed his concern with the multiple intersections already on Milwaukee Avenue, as it is a main thoroughfare and doesn't want to see it end up much like Bluemound Road in Milwaukee.

- Commissioner Eisenhardt inquired if a traffic accident study of Teut Road in the last ten years has been done. Administrator Lahner stated staff has looked at it and there have been very few minor accidents, maybe one a year at most.
- Patrick Meehan questioned if potential future volumes of traffic were taken into consideration. Mr. Higgins stated only current volumes were taken into consideration.
- Administrator Lahner informed the Commission that the Common Council will review and consider this item as well. He stated staff did extensive review of the plans for safety and compliance. Lahner further stated staff feels this will help with economic development of this area as there have been many vacancies in the strip mall and outlots.
- Greg Governatori of Kapur & Associates stated the traffic study by Traffic Analysis & Design did take potential future growth into consideration and stated it would not have an impact on the proposed intersection. Governatori further stated Kapur will maintain the 350 foot long storage requirement versus the 250 feet Mr. Higgins is requesting to stay in compliance with State design standards.
- Alderman Dawidziak questioned if this will cause people to make U-Turns at Teut Road if they end up going out the wrong exit or as a short cut and suggested the installation of a No U-Turn sign. Mr. Higgins stated it is possible it would happen but that it wouldn't be a feasible option in regards to saving driving time. Alderman Vos stated people will figure out the new routes and will be in and out quickly.
- There were no further comments.

Alderman Vos moved and Commissioner Eisenhardt seconded to approve a Site Plan for property located at Milwaukee Avenue and Walton Road and recommended Council approval of the installation of the intersection, subject to Kapur & Associates' April 25, 2014 and Patrick Meehan's April 30, 2014 memorandums to the Plan Commission as follows:

- The plans were done as 11x17 Plans and submitted as "24 x 36". The engineers stamp and scale should be appropriately sized for the plot scale.
- Topography from Racine County mapping was used as the basis for design. Actual topographic field survey is required for roadway construction. The accuracy of county mapping is not acceptable for roadway and intersection design.
- All improvements should be "tied" to the State Coordinate System.
- Benchmarks should be noted on the plans.
- Paving, grading and all material specifications should be noted on the plans.
- A sign schedule and details need to be indicated on the plans.
- Hydraulic calculations for all drainage culverts are required.
- The limits of construction and grading shall be clearly identified.
- A traffic control plan is need for Milwaukee Avenue.
- ADA ramps details and specifications are required at the intersection of Walton and Frontage Road.

- The Contact List Needs to be revised on Sheet 2.
- Shoulders should be identified on turn lanes, grades on Turn Lane on Sheet 5.
- Show match elevation with the turn lane and Walton Road at the edge of pavement of Milwaukee Avenue and shoe limits of construction on Sheet 5.
- Need details for end sections and concrete flumes and invert elevations should be indicated on Sheet 5.
- Hydraulic calculations for the 15” CMP culvert should be submitted.
- If there will be a culvert underneath the turn lane it should be sized.
- If there will be grading in both directions from the turn lane in the median the profile of the ditches should be plotted.
- The profile of the turn lanes should be plotted and displayed on the plans.
- The typical sections need to show ties to the existing ground.
- Grades on the plan and the profile sheets need to match with grades on the grading plan.
- Flume details need to be provided along with all grades, slope intercepts, contours and erosion control.
- Several of the grade change requires vertical curves that do not currently have one.
- A Slope of 4% is steep for the connection with Milwaukee Avenue. The slope from Milwaukee Avenue should match the cross slope of the southbound lanes.
- Storage for turns onto Milwaukee Avenue should be “flatter”.
- “NO Left Turns” signs should be indicated.
- Vertical curve at VPI Station 30+25 shall meet current standards.

*All were in favor and the motion carried.*

Commissioner Reesman recused himself from discussion of a Site Plan at 316 W. Grove Street at 7:08 p.m.

**D. Consideration to approve a Site Plan Application from Echo Lakes Foods, Inc. for property located at 316 W. Grove Street to construct a 93,428 square foot addition to the existing building.**

- Mayor Miller opened this item for discussion.
- Alderman Vos questioned if the size of the addition is increased from what was there before the fire. Jerry Warntjes, manager of Echo Lake Foods, stated the building has been increased 13,000 square feet.
- Alderman Vos inquired if the offices have been relocated to the opposite of the building where they were pre-fire. Mr. Warntjes stated that is correct, they will be located on the east side of the building to help buffer noise and traffic from the adjacent residences. Warntjes stated traffic will typically use Center Street and the center driveway to get to the offices, where truck traffic will be on the west side of the property. Warntjes further stated that the truck traffic will be greatly reduced since there will not be daily fresh egg deliveries anymore.
- Alderman Vos inquired if there will be sound barriers to protect the adjacent residences. Mr. Warntjes stated there will be a large bufferyard, as required in Meehan's memorandum. Warntjes asked the Commission if the berm along Center Street could be reduced from four foot to one foot. Meehan stated the Commission could choose to allow this but recommended to require the trees to be eight feet high instead of six feet.
- Alderman Vos questioned what the change of operations at the plant is. Mr. Warntjes stated formerly over two million eggs were broke a day, however now the plant will be for baking breakfast food products which will greatly lower truck traffic and smell. Any egg products will be sourced by tankers already broken.
- Bridget Nice, 800 Cedar Drive, questioned what the plan is for the park on Cedar Drive, stating it looks terrible with garbage between the berm and the park. Mr. Warntjes stated he will have a staff member clean up by the berm.
- Evette Moeller, 724 Crestwood Drive, stated now is the time for Echo Foods to make it pleasant for their neighbors. Ms. Moeller further questioned where the tanks will be located. Mr. Warntjes stated two ammonia tanks will be located on the west side of the property and one tank will be in the middle of the new addition.
- Ms. Moeller stated she is concerned with the landscaping as the previous landscaping had died. Ms. Moeller further questioned if there would be a meeting with the neighbors before the Site Plan was approved since they were not notified. Administrator Lahner stated the Site Plan would be up for vote that evening and that the plan was designed with the neighbors in mind.
- Ms. Moeller questioned if the plans comply with fire codes. Administrator Lahner stated the plan meets state and local fire codes and the building will have a sprinkler system installed.

- Yvonne Braunschweig, 113 Hillcrest Drive, questioned if the building facing Paul Street could be removed as it has become an eyesore. Mr. Warntjes stated it is used only for storage. Alderman Vos stated the Plan Commission cannot regulate the demolition of this building as it is not part of the Site Plan submittal.
- Evette Moeller questioned if the houses on the property will be used as workplace facilities. Mayor Miller stated that cannot be discussed as part of the Site Plan review.
- Ms. Moeller questioned when the neighbors would be talked with regarding the project. Mayor Miller stated the City has talked with the neighbors over the last year. Miller stated that per stated law as a non-conforming structure the City cannot force changes. The noise, odor, landscaping and appearance are being addressed and made better.
- There were no further comments.

Alderman Dawidziak moved and Commissioner Lynch seconded to approve a Site Plan for property located at 316 W. Grove Street, with the amendment of eight-foot evergreen trees to be installed on the one-foot berm. Approval is subject to Kapur & Associates' April 25, 2014 and Patrick Meehan's April 30, 2014 memorandums to the Plan Commission as follows:

- A total of 27, new off-street parking spaces is required to accommodate the new, approximate 13,675+/- square foot portion of the proposed building addition which had not existed before the fire. Since the new portion of the building addition had not existed before the fire and is not necessary to comply with applicable state or federal requirements as set forth under the provisions of Section 62.23(7)(h), (hb), and (hc) of the Wisconsin Statutes pertaining to the restoration of nonconforming uses, 27 of the total 55 off-street parking spaces proposed to be constructed at the southeast corner of the subject property are required to meet all applicable off-street parking requirements of the City Zoning Ordinance.
- Based upon the requirements of Section 315-48(M), a double row and aisle of 90 degree parking spaces needs to be a minimum of 65 feet in width. The proposed Site Plan does not meet this requirement for the new proposed 14-space parking lot area located on the southeast corner of the subject property since that parking area only has a total width of 60 feet. The Site Plan needs to be revised accordingly to meet this requirement and submitted to the City staff for review.
- The existing, legal, non-conforming nature of the subject property is such that the provisions of Section 315-48(F) of the Zoning Ordinance which requires concrete curb and gutter meeting City specifications is not applicable to those areas of the parking lots which were existing prior to the fire. However, the proposed Site Plan does not meet this requirement for the new proposed 14-space parking lot area (located south of the entry drive from Center Street) on the southeast corner of the subject property. Therefore, the Site Plan needs to be revised accordingly for the new proposed 14-space parking lot area meeting this requirement and the revised Site Plan submitted to the City staff for review.
- The Site Plan drawings listed above shall be revised accordingly to meet the requirements of Section 315-48(H) and Table 4 of the City Zoning Ordinance to

provide a total of at least three (3) off-street parking spaces for persons with disabilities and submitted to the City staff for review.

- The existing, legal, non-conforming nature of the subject property is such that the provisions of Section 315-48(D)(5) of the City Zoning Ordinance which require that in parking lots serving 10 vehicles or more, landscape areas shall total not less than 5 percent of the surfaced off-street parking area (inclusive of both parking stalls and associated drives) and that there be one (1) tree for each 15 off-street parking spaces (or fraction thereof) are not applicable to those areas of the parking lots which were existing prior to the fire and the revised Site Plan and Landscape Plan submitted to the City staff for review.
- The proposed does not meet the above requirements. Therefore, the Landscape Plan needs to be revised accordingly meeting the requirements of Section 315-138 "Landscape Plans" of the City Zoning Ordinance and all of the above referenced landscape bufferyard materials and the earthen berm (for the installation of a 4-foot earthen berm along the required bufferyard north/south length) requirements and the revised Landscape Plan submitted to the City staff for review.
- Assuming a minimum bufferyard width of 25feet (as currently indicated on the applicant's submitted Site Plan materials) and the use of a Type 5A bufferyard alternative from Table 12 of the City Zoning Ordinance as well as the minimum landscape plant material size requirements set forth in Section 315-48(D)(6) of the City Zoning Ordinance, the following minimum landscaping and landscape plant materials would need to be installed between the M-4 District and the easterly abutting Rs-3 District including, 4-foot (earthen) berm, 11 canopy/shade trees (3-inch caliper each), 21 understory trees (1.5 inch caliper each) and 82 shrubs (2 feet tall).
- NR 151 requires any project with land disturbance in excess of 1 acre to obtain a Notice of Intent for construction. A notice of intent will be required and possibly post construction storm water practices.
- The architectural reference keys on sheet A1.0 do not match the sheet numbering of the plan set. It appears that all the elevation reference keys should reference sheet A2.0.
- Center Street shall be labeled on plan sheets to be resubmitted for review.
- An entrance radius on the south side of the south driveway entrance off of Center Street shall be provided. The radius should match the north side drive entrance radius.
- An overall site improvement plan was not included as part of the plan set. Sheet C1.0 defines the building additions, but does not define the exterior improvements. A sheet clearly showing all improvements, with labels, site dimensions and complete project limits should be included.
- The rip-rap flume around proposed CB/MH#2 appears throughout the plan set on multiple sheets, including the exiting conditions. This should only be shown on proposed conditions sheets, grading, erosion control, etc.

- The landscape plan does not need to show spot grades, please remove from the plan for clarity.
- Move the plant schedule out of the proposed and existing improvement area; it appears that plantings are being proposed in the roadway.
- The proposed spot grades near the wall, and stair removal should be removed from the existing conditions plan.

Demolition Plan:

- The photometric plan shows new light poles and bases are being constructed in the existing parking Lot 2. The demolition plan should clearly define the removals of all existing light poles, bases, saw cutting, new conduit for the proposed poles and bases, and asphalt replacement work as necessary to complete the electrical improvements.
- The existing storm sewer heading south from MH #1 will need to be removed to replace with the new proposed line in the Utility Sheet. Show the removal on the demolition plan.
- Silt fence needs to be placed around all areas of land disturbance as part of the project including the east side between the grading and Center Street, along the entire south side between the new parking area, retaining wall, drive and slope match grading, and along the west side outside the proposed grading limits.
- The 798 contours at the southwest corner of the building are incorrect. There are multiple overlapping and incorrectly tie out locations. The area at the south of the building appears incorrect. A high point spot grade is labeled as 798 but the contours do not reflect this. Revise this area to properly drain. Provide additional spot grades as necessary.
- The grading and restoration limits do not account for the area of the freezer/cold storage building being removed at the northwest corner.
- The contours and the grading near storm manhole #1 do not tie out to anything. The existing surface and topography has odd anomalies throughout the plan that do not reflect accurate field conditions.
- The grading and restoration limits need to extend to the outfalls of the storm sewer structures. As part of this utility work the existing heavy rutting and washout should be repaired along the embankment to the pond/wetland area below.
- The medium rip-rap at the outfalls should extend all the way to the toe of the slope. The rip-rap should be underlain with type HR fabric wrapping the stone and extend beyond the end walls on each side. The rip-rap should be cut into the existing ground a minimum of 6". A detail would aid in the placement of the rip-rap.
- All the spot grades for paving should be shown. The proposed curb grades are shown on sheet C-4, some grades are shown on sheet C-2, some in boxes others not, while pavement grades are shown on sheet C-5. Add additional spot grades on Sheet C-5

along the south building perimeter and in the area of the stairs and silo pad. Some grades are listed as “???”.

- The sidewalk is not depicted as concrete per the paving grading legend. Add the 5’ control joints to the sidewalk. The landscape plan shows the jointing pattern. If there are to be any construction or control joints for the concrete slabs they should be shown on the plan in a typical pattern with spacing.
- Notes and specifications should be added for pavement markings and striping. This includes detailing the ADA handicap spaces and signage. ADA truncated domes appear to be shown at the walkway exits. These however do not appear to be defined or detailed in the plans.
- The parking lot and space dimensions do not meet the requirements of Chapter 315-48. Parking Aisles shall be 25’ in width and the spaces 20’ x 9’. Parking is also required to have concrete curb and gutter for all off-street parking areas serving more than 10 vehicles.
- From the detail sheet it appears barrier curb and sidewalk is proposed for the walkway. If this is indeed the case, then additional detail in regards to the ADA ramps is required. The plan does not show what type of ramps are proposed and if there is adequate area for them. Provide details, grading and ramp types for each access point.
- The grading at the north exit on the east side of the building is back pitched and too steep for the sidewalk, 802.15 to 802.43. There are also discrepancies between the walk at the south end of the east side, the pavement grade should be lower than the walk grade by 6”.
- There appear to be signs in front of the ADA stalls but they are not defined as to which type from the details.
- The grading around the CB/MH #2 is shown incorrect, four 801 contours converge with each other; a berm with a top width at elevation 801 should be created north of the structure. The 6” of depth needs to be verified to allow for adequate ponding depth to not overtop and bypass the structure for the 10-YR storm sewer design.

Site Utility Plan:

- It is recommended that the 8” water main and associated hydrant have a 20’ Easement for access and maintenance.
- Information on the fire hydrant shall be provided, such as lateral length and size, and nozzle elevation.
- A plan and profile is required for the 8” water main. The profile should show existing and proposed grades along with a profile of proposed main.
- A WDNR Watermain extension permit is required for the 8” water main with Hydrant.

- The existing water service shown to the west will be connected to the production area 2. Sheet A1.0 calls for stubbing in plumbing for future restrooms and locker rooms, but this area is north of the existing 8" water main. Interior plumbing drawings were not submitted as part of the package. The utility plan should clearly note that the "Site plumber to provide Continuation of 8" Water Service at 5' from Building, 8" W I.E. XXX.XX Verify Exact Location Field". An invert elevation should be provided based on the known data, proposed plumbing drawings, or assumed standard bury depth. The proposed storm sewer is at a depth of 6.25' at the crossing, this would be about the exact depth of a typical water main.

*All were in favor and the motion carried.*

Commissioner Reesman rejoined the meeting at 7:45 p.m.

**E. Consideration to approve Resolution 17 to amend the Racine County Multi-Jurisdictional Comprehensive Plan at property located at 54213 Mormon Road from "Medium Density Residential and Primary Environmental Corridor" to "Industrial and Primary Environmental Corridor".**

- Mayor Miller opened this item for discussion.
- Commissioner Lynch questioned if this was just a stepping process in the annexation. Administrator Lahner stated that is correct.
- There were no further comments.

Commissioner Lynch moved and Alderman Vos seconded to approve Resolution 17. *All were in favor and the motion carried.*

**ADJOURNMENT**

Alderman Vos moved and Alderman Dawidziak seconded to adjourn the meeting at 7:45 p.m. *All were in favor and the motion carried.*



Recording Secretary  
Megan E. Watkins  
Director of Administrative Services