



**Minutes**  
**City of Burlington Plan Commission**  
**March 8, 2016, 6:30 p.m.**

Mayor Robert Miller called the Plan Commission meeting to order at 6:30 p.m. Roll call: Alderman Tom Vos and Todd Bauman; Commissioners Chris Reesman and Andy Tully were present. Commissioners John Lynch and Darrel Eisenhardt were excused. BHS Student Representative, Gabriel King was also excused.

**APPROVAL OF MINUTES**

Alderman Vos moved, and Commissioner Reesman seconded to approve the minutes of December 8, 2015. All were in favor, and the motion carried.

**LETTERS & COMMUNICATIONS**

None

**CITIZEN COMMENTS**

None

**PUBLIC HEARINGS**

None

**OLD BUSINESS**

None

Mayor Miller introduced and welcomed Mark Roffers as the Interim City Planner.

**NEW BUSINESS**

**A. Consideration to approve a Site Plan application from Leslie Scherrer Pella of PSG, on behalf of SDG Milwaukee Avenue Lot 3 LLC, for property located at 980 Milwaukee Avenue to construct a building for multi-tenant retail, subject to Mark Roffers' March 2, 2016 and Kapur & Associates' March 3, 2016 memorandums to the Plan Commission.**

- Mayor Miller opened this item for discussion.
- Leslie Scherrer Pella of PSG, Inc., gave a presentation stating that in 2008 there was a Reciprocal Easement Agreement (REA), part of the Planned Unit Development (PUD), pertaining to four primary phases; Kohl's, Pick-n-Save, 980 Milwaukee Avenue and BMO Harris Bank. The PUD states the design of the buildings shall look similar along with the materials being used, but not to match. Ms. Pella stated 19,282 square feet was allowed for the building area in which two buildings will be developed with 12,000 square feet for the first building which are being pre-leased for multi-tenant retail. Ms. Pella clarified that the plans, including the parking lot, are the same site plans that were originally approved in the PUD. There are various parapet heights to differentiate between tenant spaces, but mainly one continuous plain for the storefronts.

- Alderman Vos stated the plan adheres to what was originally proposed for the PUD, except for the splitting of the building. Ms. Pella commented the splitting of the building is not a change because of the large square foot area, the REA allows a building of its size whether it is one building or two buildings. Anytime a plan is submitted the other parties in the REA have to approve it as well.
- Mark Roffers stated the issues referenced in his memorandum were either addressed or explained to him. Mr. Roffers suggested he would like to see additional masonry be brought to the front façade by bringing the stone to the top and wrapped around the corners. Mr. Roffers stated the B-1 district does not allow signage to be placed on the sides of the building since it does not face a street side. Ms. Pella stated in the original PUD, the REA with Kohl's, Pick-n-Save and PSG being the approving owners to sign off, have approved the design of the building as it is in the original plans without additional masonry. Alderman Vos agreed since this lot has been sitting since 2008, he did not see the importance of more masonry when the design had been approved by all parties. Commissioner Tully stated the developments from PSG are successful and questioned Mr. Roffers' concern was that the masonry style should be the same as the surrounding buildings. Peter Scherrer of PSG stated they wanted the building to blend in but not match exactly. Alderman Bauman asked if they already had tenants. Ms. Pella replied that four tenants are in the process of completing the contracts. Ms. Pella also stated the second building will be determined by the users, meaning if there is a demand for more tenant space.
- Mayor Miller stated the only concern is the signage being placed on the side of the building. He also stated since the signage was approved in the REA part of the PUD in 2008 it might be grandfathered in. Mayor Miller stated this would be a question for the City Attorney to determine if the REA in the PUD trumps the current sign ordinance or not. Mr. Roffers stated since the signage was originally approved by the REA, he is comfortable with the signage being placed on the side of the building.
- There were no further comments.

Alderman Vos moved, and Commissioner Reesman seconded to recommend a conditional approval of a Site Plan application to construct a building for multi-tenant retail subject to the City Attorney's review to determine if the Reciprocal Easement Agreement (REA) is part of the PUD that would allow a deviation to the ordinance allowing signage on the side of the building, subject to Mark Roffers' March 2, 2016 and Kapur & Associates' March 3, 2016 memorandums to the Plan Commission as follows:

- The applicant shall address the starting and anticipated completion time. *(This item was amended and compliant prior to the Plan Commission Meeting.)*
- Construction of the 2<sup>nd</sup> future building on this Lot 3 will require subsequent site plan approval when this building is ready for construction.
- The applicant shall verify that any required easements for sewer and water mains or shared laterals have been acquired where needed. The cross access easement for existing drive adjacent to lot shall be verified that it has been recorded. *(This item was amended and compliant prior to the Plan Commission Meeting.)*

- The south driveway around the building is only 20 feet wide and the City typically requires a 25 foot wide driveway (which was included in the original development) for safety. *(This item was amended and compliant prior to the Plan Commission Meeting.)*
- The sanitary manhole casting shall be changed to be consistent with the current ones. *(This item was amended and compliant prior to the Plan Commission Meeting.)*
- The loading area shall be designated on plans. The site plan should be amended to designated conforming loading spaces. B-1 sites require one loading space per 3,000 square feet of retail area, with each space at least 10 feet by 25 feet. *(This item was amended and compliant prior to the Plan Commission Meeting.)*
- Some handicap parking spaces require a minimum of 14 feet wide, but the plans appear to show 13 feet wide. *(This item was amended and compliant prior to the Plan Commission Meeting.)*
- “One-way/do not enter” signs shall be added at various locations around the southeast part of the building to minimize wrong-way traffic. *(This item was amended and compliant prior to the Plan Commission Meeting.)*
- Several of the proposed plantings within the required vision triangle near Milwaukee Avenue are not met, the landscape plan shall be adjusted to relocate these and select different species and that some foundation landscaping be added in front of the building. *(This item was amended and compliant prior to the Plan Commission Meeting.)*
- Fences. The locations of bollards shall be clarified and reconciled among the engineering and building elevation plans.
- The applicant shall submit proposed pole building-mounted luminaires, including the mounting method, a graphic depiction of the luminaire concealment and light cutoff angles. The building elevation and photometric plan shall also show any lights mounted to the front of the building, if any are intended. *(This item was amended and compliant prior to the Plan Commission Meeting.)*

*All were in favor and the motion carried.*

### **ADJOURNMENT**

Commissioner Tully moved, and Alderman Bauman seconded to adjourn the meeting at 7:02 p.m. *All were in favor and the motion carried.*

Recording Secretary  
 Kristine Anderson  
 Administrative Assistant