



AGENDA
PLAN COMMISSION
Tuesday, September 13, 2016 at 6:30 p.m.
Common Council Chambers, 224 East Jefferson Street

Mayor Jeannie Hefty, Chairman
Tom Vos, Aldermanic Representative
Bob Grandi, Aldermanic Representative
Darrel Eisenhardt, Park Board President
Chad Redman, Commissioner
Chris Reesman, Commissioner
Andy Tully, Commissioner

1. Call to Order
2. Roll Call
3. Approval of the minutes of July 12, 2016
4. Letters and Communications: None
5. Citizen Comments
6. Public Hearings
 - A. A Public Hearing to hear public comments regarding a Conditional Use application from Jim Flowers for property located at 2300 Browns Lake Drive to operate a car rental business.
7. Old Business: None
8. New Business:
 - A. Consideration to recommend approval to the Common Council of an Extraterritorial Certified Survey Map from Mark & Dawn Petges for property located at 1620 Crossway Road in the Town of Burlington, subject to Graef's September 7, 2016 memorandum to the Plan Commission.
 - B. Consideration to approve a Site Plan application for property located at 1196 Milwaukee Avenue to demolish the existing buildings and use the space as an additional parking lot to display vehicles, subject to Graef's September 7, 2016 and Kapur & Associates' August 26, 2016 memorandums to the Plan Commission.

- C. Consideration to approve a Conditional Use application for property located at 2300 Browns Lake Drive to operate a car rental business, subject to Graef's September 7, 2016 memorandum to the Plan Commission.

9. Adjournment.

***Note:** If you are disabled and have accessibility needs or need information interpreted for you, please call the City Clerk's Office at 262-342-1161 at least 24 hours prior to the meeting.*

***Note:** Notice is hereby given that a majority of the members of the Common Council may be present at the meeting. Although this may constitute a quorum of the Council, the Council will not take any action at this meeting.*



Minutes
City of Burlington Plan Commission
July 12, 2016, 6:30 p.m.

Alderman Tom Vos called the Plan Commission meeting to order at 6:30 p.m. Roll call: Alderman Bob Grandi; Commissioners Darrel Eisenhardt; Chad Redman; Chris Reesman; and Andy Tully were present. Mayor Jeannie Hefty was excused.

Alderman Vos stated his intention is to vote in his position, even though he is running the meeting.

APPROVAL OF MINUTES

Alderman Grandi moved, and Commissioner Tully seconded to approve the minutes of June 14, 2016. All were in favor, and the motion carried.

LETTERS & COMMUNICATIONS

None

CITIZEN COMMENTS

None

PUBLIC HEARINGS

A. A Public Hearing to hear public comments regarding a Conditional Use application from Nicole Gilbreath for property located at 940 S. Pine Street to use the existing building for a retail shop for emergency and survival gear, light manufacturing and as a firearms transfer dealer.

- Alderman Vos opened the Public Hearing at 6:32 p.m.
- Richard Gilbreath, owner, stated the store will carry specialized guns for hunting and survival, not for a full gun shop that sells military rifles. Alderman Grandi asked what type of license they will have. Mr. Gilbreath responded it is a Type 1 License and no guns will be sold on-line. Mr. Glibreath stated they still have to be in compliance with the Bureau of Alcohol, Tobacco, Firearms & Explosives (ATF) regulations. Commissioner Tully was concerned and wanted to know what other stores were located next to them, since there is a common hallway. Mr. Gilbreath replied the whole back half is a martial arts school and a scrap metal place, but there are two large safes that the guns will be stored in and locked up at night. Mr. Gilbreath also stated there are 8 cameras. Commissioner Tully questioned if training had to be completed to be able to sell guns. Mr. Gilbreath responded that his wife Nicole Gilbreath went through background checks and received certificates for training through ATF. Alderman Grandi was inquiring what type of age groups and cliental they were targeting. Mr. Gilbreath stated they are anticipating to sell to hunters. They will carry unique shot guns that cannot be found elsewhere, air riffles and riffles for survival from animals. Commissioner Eisenhardt asked if pistols will be sold. Mr. Gilbreath commented as of now they are not, but in time it is possible.

- There were no further comments.

Commissioner Eisenhardt moved, and Commissioner Reesman seconded to close the Public Hearing at 6:40 p.m. All were in favor and the motion carried.

OLD BUSINESS

None

NEW BUSINESS

A. Consideration to approve a Conditional Use application for property located at 940 S. Pine Street to add “firearms transfer dealer” to the original Conditional Use application, subject to Graef’s July 5, 2016 memorandum to the Plan Commission.

- Alderman Vos opened this item for discussion.
- Alderman Grandi stated he would like an explanation of the City of Burlington Comprehensive Zoning Plan. Attorney John Bjelajac stated from a legal standpoint there is nothing stopping the Comprehensive Plan to deny this request to carry firearms. Attorney John Bjelajac reminded everyone that they are competing with the other stores such as Reinemans, Walmart and Dunhams. Commissioner Tully questioned if there were any limitations for selling guns like there are for beer & liquor sales. Attorney John Bjelajac replied there are no limitations, however, the City has the right to limit hours if they see fit. Tanya Fonseca and Larry Witzling from Graef stated they are legal and in conformance with zoning and conditional use requirements. Commissioner Redman commented since the other businesses do not have restricted hours, they shouldn’t either. Commissioner Tully questioned if Mr. & Mrs. Gilbreath read the bullet points from Graef’s memorandum. Mr. & Mrs. Gilbreath replied they were fine with the possible suggestions. Alderman Grandi clarified that a Public Hearing Notice went out to the public.
- There were no further comments.

Alderman Grandi moved, and Commissioner Redman seconded to recommend approval of a Conditional Use application to add “firearms transfer dealer”.

All were in favor and the motion carried.

B. Introduction and discussion with the new City Planner, Graef, to explain their roles and challenges they will be accepting, as well as a “Plan Commission 101”, for the members of the Plan Commission.

- Alderman Vos opened this item for discussion.
- City Administrator Carina Walters introduced Graef as the new City Planner and had them explain what work they will be doing for the city.
- Tanya Fonseca and Larry Witzling from Graef gave a presentation of the projects they have worked on in other communities throughout Wisconsin. Ms. Fonseca and Mr. Witzling stated there were a lot of architects, planners, developers and engineers that review the projects the

City submits. Mr. Witzling explained that Comprehensive Plan means how the community wants to be in the future and zoning is what the property rights are currently. Alderman Grandi asked how someone would get information to be able to change the Comprehensive Plan. City Administrator Carina Walters stated it would come from public feedback and where City staff would like to go with the suggestions. Commissioner Redman was curious that since the plan was done four years ago, would sections get revised or would the whole plan be redone. Mr. Witzling suggested the plan will be reviewed and Graef would only redo small parts at a time if necessary. Ms. Fonesca explained Graef's role is to know the community, ask questions and with their skills and expertise it will guide them to be fair to all applicants. Graef will be making recommendations for revising the City Code this fall since they were drafted years ago. City Administrator Carina Walters commented that Graef will work similar compared to Patrick Meehan and that City staff are having meetings with new business owners before coming to Plan Commission to help make the process run smoother and possibly quicker. Commissioner Tully clarified that the Plan Commission body is advisory to Common Council. Attorney John Bjelajac stated yes, but also Conditional Use applications do not go to Council, thus the board makes the final decision.

- There were no further comments.

All were in favor and the motion carried.

ADJOURNMENT

Commissioner Eisenhardt moved, and Commissioner Reesman seconded to adjourn the meeting at 7:55 p.m. *All were in favor and the motion carried.*

Recording Secretary
Kristine Anderson
Administrative Assistant



Administration Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
www.burlington-wi.gov

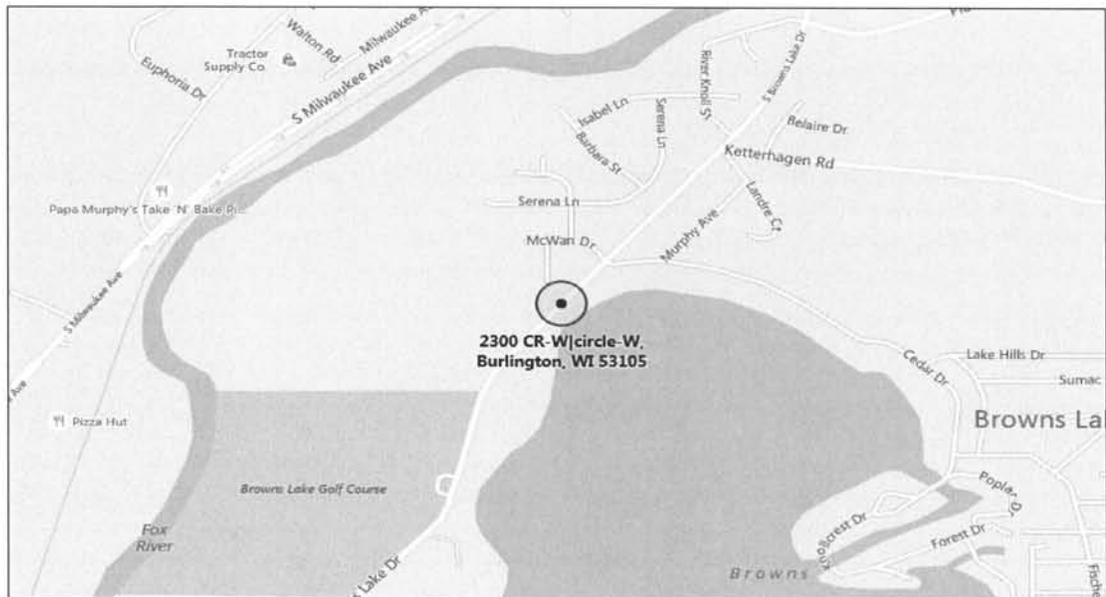
Plan Commission Item Number: 6A	Date: September 13, 2016
Submitted By: Gregory Guidry, Building Inspector	Subject: A Public Hearing for a Conditional Use application at 2300 Browns Lake Drive

Details:

A Public Hearing has been scheduled to hear comments and concerns from the public regarding a Conditional Use application from Jim Flowers of Enterprise Rent-A-Car of Wisconsin, LLC, for property located at 2300 Browns Lake Drive. The applicant is proposing to operate a car rental business.

The parcel is zoned B-1, Neighborhood Business District.

Map Location:



Executive Action:

This item is for a Public Hearing at the September 13, 2016 Plan Commission meeting and will be for discussion the same night.

THE PLAN COMMISSION IN AND FOR THE CITY OF BURLINGTON

Notice of Hearing on
Proposed Conditional Use Permit
B-1, Neighborhood Business District

TO WHOM IT MAY CONCERN:

NOTICE is hereby given that the Plan Commission of the City of Burlington, Racine County, Wisconsin, will conduct a hearing to discuss the proposed Conditional Use Permit for:

Owner: Lynch Motor Vehicle
Applicant: Jim Flowers, Enterprise Rent-A-Car of Wisconsin, LLC
Location: 2300 Browns Lake Drive
Zoning: B-1, Neighborhood Business District
Use: Operate a car rental business

NOTICE IS FURTHER GIVEN that a hearing on the above-mentioned Conditional Use Permit will be held by the City Plan Commission in the Courtroom of the Police Department, in the City of Burlington on:

TUESDAY, SEPTEMBER 13, 2016 DURING THE MEETING OF THE PLAN COMMISSION SCHEDULED TO BEGIN AT 6:30 P.M. OR SHORTLY THEREAFTER

To consider the above Conditional Use Permit and to hear persons in support thereof or opposition thereto.

CITY OF BURLINGTON
PLAN COMMISSION

Dated at Burlington, Wisconsin, 22nd day of August, 2016.

Diahnn Halbach, City Clerk

*Published in the Burlington Standard Press
August 25th, 2016 and September 1st, 2016*



Administration Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
www.burlington-wi.gov

Plan Commission Item Number: 8A	Date: September 13, 2016
Submitted By: Gregory Guidry, Building Inspector	Subject: ETZ Certified Survey Map

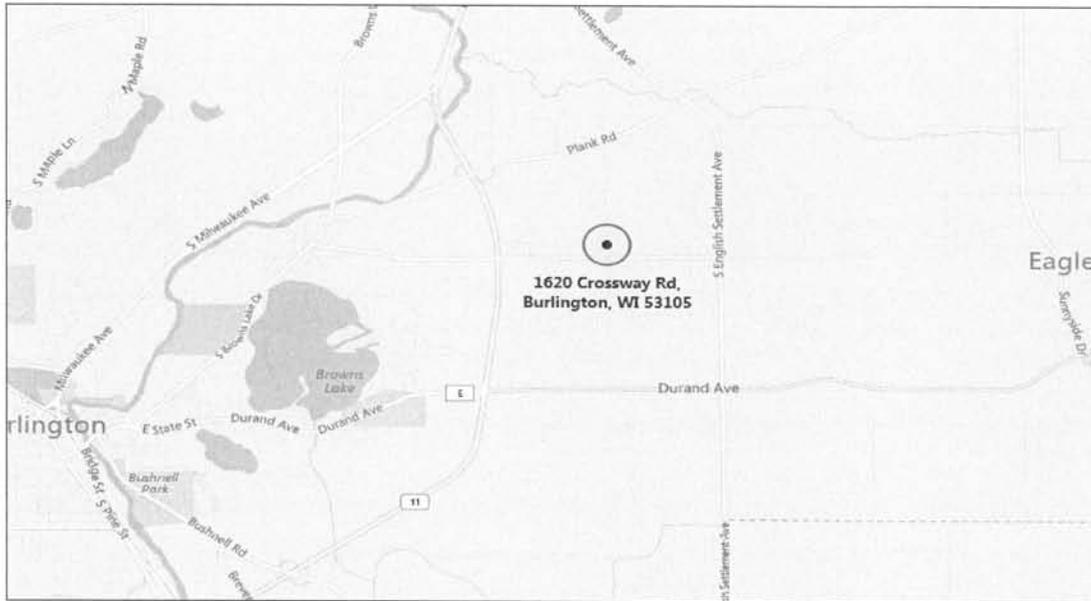
Details:

As part of the City’s Extraterritorial Plat Approval Jurisdiction Area, which includes any area within 1.5 miles of the City of Burlington, all divisions and subdivisions of land shall be reviewed by the Plan Commission and Common Council. The purpose of this is to enable the City to extend regulations to adjacent land that could affect quality of life within the city. The Extraterritorial Zoning District (ETZ) represents a city’s potential growth boundary, both with respect to its future tax base and municipal service area.

This Certified Survey Map has been submitted for review by Mark & Dawn Petges for property located on 1620 Crossway Road in the Town of Burlington. The applicant would like to separate one existing parcel of 10.46 acres into two lots with 5.23 acres each. The Town of Burlington Planning and Zoning Committee approved this CSM at their August 11, 2016 meeting.

Map Location:

Graef recommends approval of this ETZ Certified Survey Map, subject to the items listed in the memorandum.



Executive Action:

This item is for consideration at the September 13, 2016 Plan Commission meeting and will be placed on the September 20, 2016 Committee of the Whole and Common Council meeting for final consideration the same night.



One Honey Creek Corporate Center
125 South 84th Street, Suite 401
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414 / 259 1500
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MEMORANDUM

TO: Plan Commission
City of Burlington

Copies to: Carina Walters, City Administrator
Megan Watkins, Director of Administrative Services
Gregory Guidry, Building Inspector
Gregory Governatori, City Engineer, Kapur & Associates, Inc.
Timothy C. Lynch, P.E., Town of Burlington Engineer
Mark and Dawn Petges, Applicant

FROM: GRAEF
Tanya Fonseca, AICP
Kristian Vaughn
Larry Witzling, Ph.D., AIA, ASLA

DATE: September 8, 2016

SUBJECT: Review of Certified Survey Map for Land Division at 1620 Crossway Road, Town of Burlington

A. PURPOSE

- 1) Consider for approval the Extraterritorial Zoning District Certified Survey Map from Mark & Dawn Petges for property located at 1620 Crossway Road in the Town of Burlington.

B. RECOMMENDATION

Based upon the review of the submitted materials, GRAEF recommends that the Plan Commission recommend to the Common Council the **CONDITIONAL APPROVAL** of the following:

- a. the Extraterritorial Zoning District Certified Survey Map from Mark & Dawn Petges for property located at 1620 Crossway Road in the Town of Burlington subject to the following conditions:
 - (1) The Applicants fulfill the conditions enumerated in the Town of Burlington Memorandum reviewing the Applicants' CSM, as prepared by Timothy C. Lynch, P.E. of Lynch and Associates (dated August 3, 2016); and,
 - (2) The CSM be corrected on Sheet 2 to read "SHEET 2 OF 2 SHEETS," not "SHEET 2 OF 2 SHETTS".

C. BACKGROUND

Pursuant to City of Burlington Municipal Code §278-2 and upon referral by the Town of Burlington, GRAEF planners reviewed the certified survey map (CSM) of Mark and Dawn Petges (Owners and Applicants) to subdivide their 10.46-acre parcel at 1620 Crossway Road, Town of Burlington, WI 53105. The applicants submitted the “Town of Burlington Application for Land Division” on July 21, 2016. Following the approval of the Town of Burlington Planning and Zoning Board, the CSM was passed to the City of Burlington.

The intent of the Applicants is to subdivide parcel 002031924018030 into Proposed Lots 1 and 2 each with an area of 5.23 acres. The land subdivision will create Proposed Lot 1, which may contain a single-family residence in the future; Proposed Lot 2 currently contains a single-family residence and pole barn. It is the understanding of GRAEF planners that the two new lots will retain the existing zoning classification and land use designation of parcel 002031924018030, which are Racine County zoning classification “A-2 General Farming and Residential District II” and land use designation “Agricultural Estate.”

Parcel 002031924018030 sits at the northwest corner of the intersection of Ketterhagen Road and Crossway Road. Parcel 002031924018030’s legal description is PT SW1/4 CSM 1711 V5 P229 LOT 2 FROM 002031924018000 IN 94 FOR 95 ROLL **TOTAL ACRES** 10.46.

The Applicants submitted the following materials:

- a. “Town of Burlington Application for Land Division” (submitted by Mark and Dawn Petges, dated July 21, 2016, 7 sheets)
 - i. “Town of Burlington Application for Land Division” form (prepared and submitted by Mark and Dawn Petges, dated July 21, 2016, 1 sheet)
 - ii. Certified Survey Map of parcel 002031924018030 (prepared by Mark A. Bolender, PLS of Ambit Land Surveying, dated July 20, 2016, 2 sheets)
 - iii. Soil Evaluation Report for Proposed Lot 1 (prepared by Marcus J. Meyer, dated August 8, 2016, 4 sheets)
- b. Town of Burlington Memorandum reviewing the Applicants’ CSM (prepared by Timothy C. Lynch, P.E. of Lynch and Associates, dated August 3, 2016, 1 sheet)

It is the understanding of GRAEF that reviews and comments on all engineering-related aspects of the certified survey map are to be accomplished by the engineer for the Town and/or City of Burlington. Therefore GRAEF defers all engineering-related review and comment to that party.

D. COMPLIANCE WITH MUNICIPAL CODE §278-22 “MINOR LAND DIVISION (CERTIFIED SURVEY MAP)”

Pursuant to Municipal Code §278-22, a certified survey map is the appropriate tool to subdivide parcel 002031924018030, as the subdivision will create two – but no more than four – parcels and the parcels are greater than 1.5 acres in size. As the Applicants submitted a CSM, the materials are compliant.

I. Compliance with “A Multi-Jurisdictional Comprehensive Plan for Racine County: 2035”

“Map 12 – Recommended Land Use Plan for the Town of Burlington: 2035” (page D-25, *A Multi-Jurisdictional Comprehensive Plan for Racine County: 2035*) indicates that parcel 002031924018030’s land use designation will remain as “Agricultural Estate.” As Proposed Lots 1 and 2 will retain the current land use designation of parcel 002031924018030, the parcel subdivision is compliant.

E. COMPLIANCE WITH ARTICLE VI “CERTIFIED SURVEY MAP” OF MUNICIPAL CODE CHAPTER 278 “SUBDIVISION OF LAND”

The Applicants’ CSM currently complies with the provisions in §278-38 “General requirements,” as it is a minor land division (as defined by §278-86 “Definitions”).

The Applicants’ submission for the “Town of Burlington Application for Land Division” contains the required provisions enumerated in Subsection A, Paragraphs (1-10) and Subsection B of §278-39 “Additional information.”

F. LAND USE AND ZONING CONSIDERATIONS

In addition to considering the compliance of the Applicants’ request with the City of Burlington Municipal Code in Sections D and F of this memorandum, compliance with the Racine County zoning classification, proximity to the delineated Planned Sewer Service Area Boundary, and the presence of environmental corridors should be considered.

I. Compliance with Racine County Zoning Classification “A-2 General Farming and Residential District II”

The proposed subdivision of parcel 002031924018030 is compliant with the following provisions enumerated in Racine County Code of Ordinances Division 24 “A-2 General Farming and Residential District II”:

§20-676 Uses: The existing single-family residence and pole barn on Proposed Lot 2 and the potential single-family residence on Proposed Lot 1 are permitted as principal uses.

§20-677 Area requirements: Proposed Lots 1 and 2 conform to the area requirements required in the A-2 classification with respect to lot width, lot area, maximum dwelling height, and maximum residential accessory structure height.

§20-678 Yard setback requirements: The existing buildings on Proposed Lot 2 comply with the yard setback requirements. Before construction of a single-family residence on Proposed Lot 1, the site plan would need to be reviewed to ensure the building(s) comply with the yard setback requirements.

II. SEWRPC Delineated Planned Sanitary Sewer Service Area

Parcel 002031924018030 does not fall within the Planned Sanitary Sewer Service Area, as described in the Southeastern Wisconsin Regional Planning Commission’s (SEWRPC) “Amendment to the Regional Water Quality Management Plan – City of Burlington” (adopted September 2014). Any further construction on Proposed Lot 2 and any new construction on Proposed Lot 1 would need to upgrade or install a private onsite wastewater treatment system (POWTS).



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III. Environmental Corridors

The “Town of Burlington 2035 Land Use Plan”¹ map provided in the 2008 Town of Burlington Land Use Plan indicates that no environmental corridors pass through parcel 002031924018030.

¹ Available via the Town of Burlington: <http://www.tn.burlington.wi.gov/docview.asp?docid=3560&locid=142>, accessed 24 Aug 2016.

Memo

To: Town of Burlington
Preparer: Timothy C. Lynch, P.E.
RE: Land Division Review
Date: August 3, 2016
Petitioner: Mark and Dawn Petges
Surveyor: Ambit Land Surveying
Mark Bolender, PLS
Location: 1620 Crossway Road

Proposed Certified Survey Map:

The applicant is proposing to divide an existing parcel. The existing parcel is 10.46 acres total, however, the lot is only 9.51 acres exclusive of road right-of-way (ROW). The existing residence and pole barn will remain on lot 2 and a future residence is proposed on lot 1. The parcel is zoned A-2 (40,000 SF minimum lot size) and designated as Agricultural Estate (5.0 acre minimum) in the Land Use Plan.

The land use plan is to be used as a guide for approvals. Proposed lot 1 is 5.23 acres (4.99 acres exclusive of ROW) and lot 2 is 5.23 acres (4.52 acres exclusive of ROW). The surrounding parcels vary from 4.6-14.4 acres including isolated natural areas. The proposed parcels do not contain natural areas. Lot 1 is currently an isolated tilled land surrounded by residences. Infill development of a single family residence would fit nicely in the surrounding neighborhood.

Certified Survey Map (CSM) Comments:

The proposed CSM meets the requirements of Chapter A-E7 for Property Surveys of Accuracy. The following item should be addressed prior to final approval:

1. The 33' road right-of-way along Ketterhagen Road and Crossway Road should be dedicated on the CSM.
2. The chairmans name (Ralph Rice) and clerks name (Adelheid Streif) should be added to the town signature block.
3. The owners certificate should be added to the signature block.
4. This parcel is within the 1.5 mile City of Burlington extraterritorial review boundary. The city approval should be obtained and the signature block added to the CSM.

Recommendations:

Although the proposed parcels are less than the 5.0 acre minimum after the right-of-way is excluded, we are recommending approval of the division contingent upon successful septic perc tests. The parent parcel is larger than 10.0 acres and the proposed residence would fit well with adjacent properties.



TOWN OF BURLINGTON

APPLICATION FOR LAND DIVISION (4 lots or less)

**** If within 1.5 miles of city limits**

of Burlington a review by the city is required.

1. Name of Petitioner: Mark and Dawn Petges
Address: 1620 Crossway Rd.
Burlington, WI 53105
Phone #: 262-960-9773
2. Name of Owner: Mark and Dawn Petges
Address: 1620 Crossway Rd.
Burlington, WI 53105
Phone #: 262-960-9773
3. Tax Key Number: 002 031924018030
4. Present Zoning: A-2 (If zoning is not correct, also submit rezoning request).
5. Present Land Use designation: Agricultural Estate (If proposed use is not conforming also apply for land use variance).
6. Address of property and/or legal description:
1620 Crossway Rd. Burlington, WI 53105
PT SW 1/4 CSM 1711 V5 P229 LOT 2 FROM 002031924018000 IN 94 FOR 95 ROLL
** TOTAL ACRES ** 10.46
7. Reason for land division and future usage:
SELL 5.23 ACRES WITH CURRENT HOUSE AND POLE BARN; BUILD NEW HOME ON VACANT 5.23 ACRES.
8. Did you or someone else divide property in past 5 years? No
9. Meeting date: 08/11/2016 (See meeting schedule)
10. Submittal date: 07/21/2016
11. Post Town Notification sign 3 week prior to meeting date as required by Town Ordinance.
12. Provide 16 copies of:
 - A. Certified Survey Map with location of Soil Evaluation and existing buildings.
 - B. Soil Evaluation Test results (If not in a sewer district)
 - C. Plat map with property location identified.
13. Fees payable to Town of Burlington:
\$ 200.00 for Land Division Application
\$ 1,500.00 Professional Fee Payment Deposit, (refunded upon payment of fees)
\$ 150.00 for sign, (refunded upon return of sign)
Paid: 1850.00 Check #: 1054
15. Engineering and legal review will be billed at amount charged to Town of Burlington through the Cost Recovery Agreement.

RACINE COUNTY CERTIFIED SURVEY MAP NUMBER _____

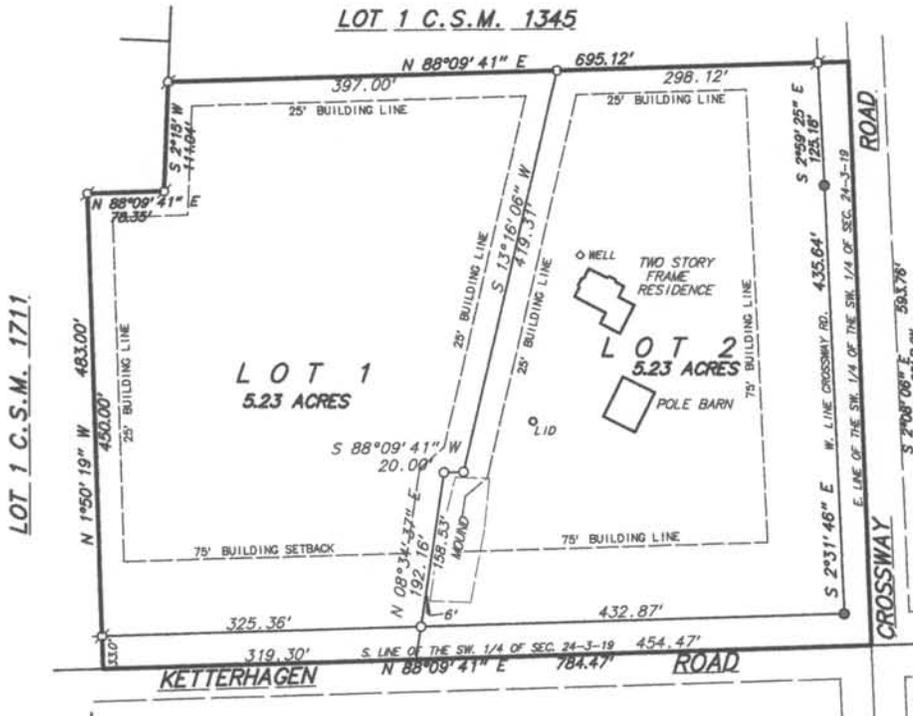
**PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 24,
TOWNSHIP 3 NORTH, RANGE 19 EAST OF THE 4TH PRINCIPAL MERIDIAN, TOWN
OF BURLINGTON, RACINE COUNTY, WISCONSIN**

OWNERS:

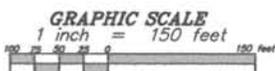
Mark J. Petges
Dawn M. Petges
1620 Crossway Road
Burlington, Wisconsin 53105

SURVEYED & MAPPED BY:

Ambit Land Surveying
8120-312th Avenue
Wheatland, Wisconsin 53105



GRID NORTH
WISCONSIN COORDINATE SYSTEM SOUTH ZONE
NORTH AMERICAN DATUM OF 1927
BEARINGS ARE REFERENCED TO THE S.
LINE OF THE SW. 1/4 SEC. 24-3-19



SHEET 1 OF 2 SHEETS

LEGEND:

- Denotes Iron Pipe Set-1" Diameter
Not Less Than 1.13 Pounds Per Linear Foot
- Denotes Iron Pipe Found-1 1/8"
- Denotes Iron Pipe Found-1 1/2" Diameter

Mark A. Bolender
Wisconsin Professional Land Surveyor - 1784
July 20, 2016

RACINE COUNTY CERTIFIED SURVEY MAP NUMBER _____

**PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 24,
TOWNSHIP 3 NORTH, RANGE 19 EAST OF THE 4TH PRINCIPAL MERIDIAN, TOWN
OF BURLINGTON, RACINE COUNTY, WISCONSIN**

SURVEYOR'S CERTIFICATE

I, Mark A. Bolender, professional land surveyor hereby certify: That in full compliance with the provisions of Chapter 236.34 of the Wisconsin Statutes and the subdivision regulations of the Town of Burlington, Racine County, Wisconsin and under the direction of Mark J. Petges, and Dawn M. Petges, owners of said land, I have surveyed, divided and mapped this Certified Survey Map; that such plat correctly represents all exterior boundaries and the subdivision of land surveyed; and that this land is located in the Southwest Quarter of the Southwest Quarter of Section 24, Township 3 North, Range 19 East of the 4th of the Principal Meridian, Town of Burlington, Racine County, Wisconsin, containing 10.46 acres, and described as follows: Lot 2 of RACINE COUNTY CERTIFIED SURVEY MAP NUMBER 1711, according to the recorded plat thereof on file and of record in the office of the Register of Deeds, Racine County, Wisconsin, as Document Number 1475723, recorded August 5, 1994, being part of the Southwest Quarter of the Southwest Quarter of Section 24, Township 3 North, Range 19 East of the 4th Principal Meridian, Township of Burlington, Racine County, Wisconsin.

Dated at Bassett, Wisconsin, this _____ day of _____, 2016.

Mark A. Bolender - Wisconsin Registered Land Surveyor S - 1784
AMBIT LAND SURVEYING 8120-312th Avenue, Wheatland, Wisconsin 53105

TOWN OF BURLINGTON APPROVAL

Approved by the Town Board at the Town of Burlington on this _____ day of _____, 2016

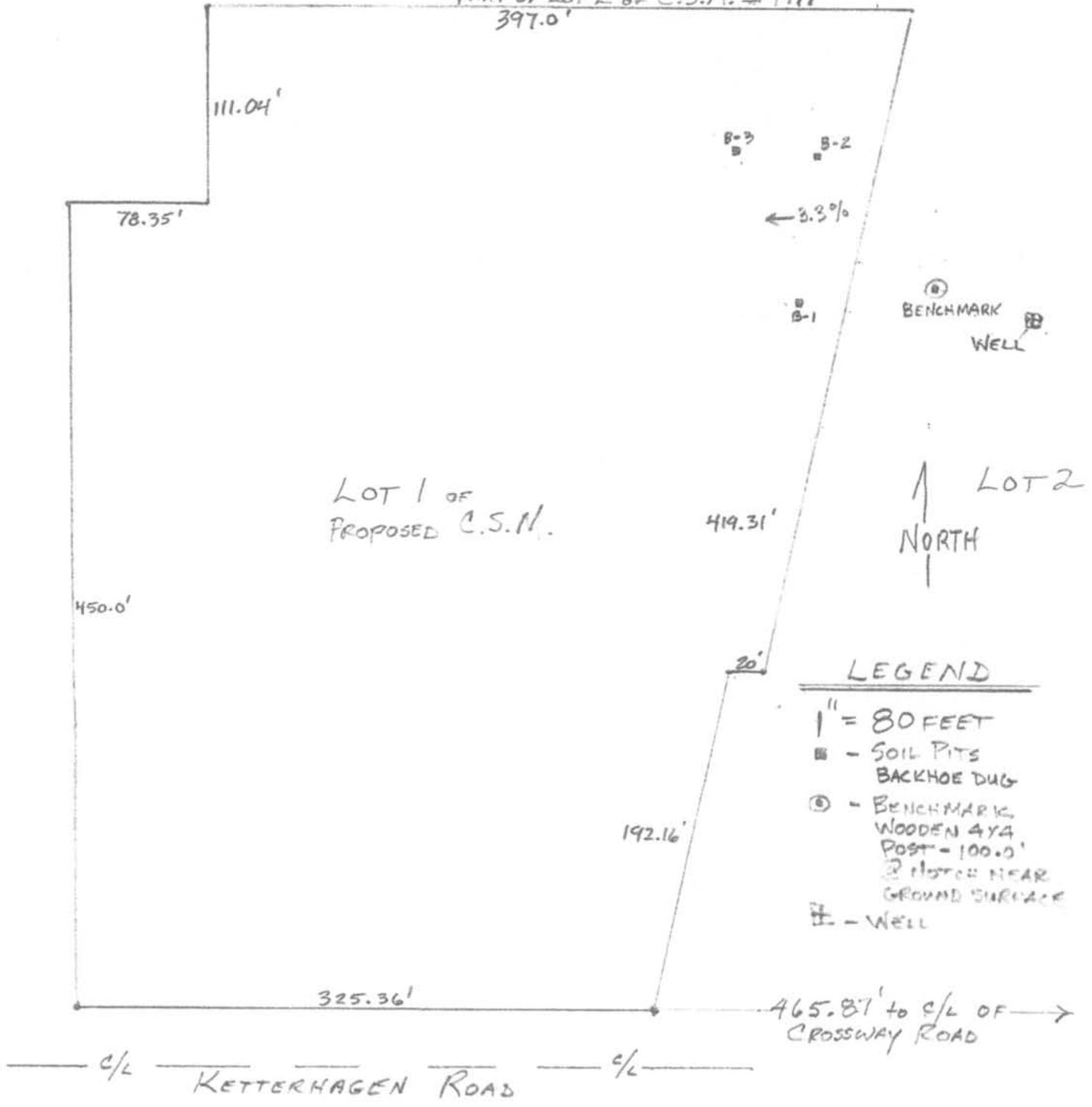
Chairman

Clerk

MARK & DAWN PETGES
1620 CROSSWAY ROAD
BURLINGTON, WI 53105

PARCEL# 002031924018030
SW $\frac{1}{4}$, SW $\frac{1}{4}$, SECTION 24, T.3 N.,
R. 19 E. OF THE 4TH PRINCIPAL
MERIDIAN, TOWN OF BURLINGTON,
RACINE COUNTY, WISCONSIN

PART OF LOT 2 OF C.S.M. # 1711
397.0'



LEGEND

- 1" = 80 FEET
- - SOIL PITS BACKHOE DUG
- ⊙ - BENCHMARK WOODEN 4x4 POST - 100.0' @ 100.0' NEAR GROUND SURFACE
- ⊚ - WELL



Administration Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
www.burlington-wi.gov

Plan Commission Item Number: 8B	Date: September 13, 2016
Submitted By: Gregory Guidry, Building Inspector	Subject: Consideration to approve a Site Plan application at 1196 Milwaukee Avenue.

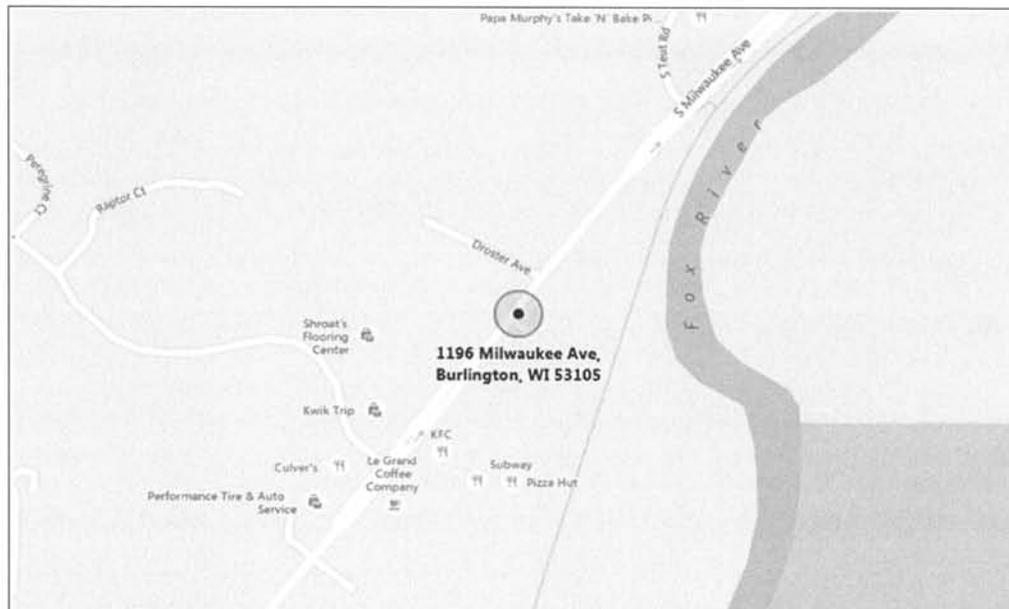
Details:

This item is to consider approving a Site Plan application from Chris Miller of Miller Motor Sales, Inc., for property located at 1196 Milwaukee Avenue. The applicant is proposing to demolish the existing buildings on the property and use the space as an additional parking lot adjacent to their existing dealership to display vehicles.

The parcel is zoned B-1, Neighborhood Business District.

Graef and Kapur & Associates conditionally recommend approval of this Site Plan, subject to items listed in their memorandums.

Map Location:



Executive Action:

This item is for consideration at the September 13, 2016 Plan Commission meeting. No further action is necessary.



One Honey Creek Corporate Center
125 South 84th Street, Suite 401
Milwaukee, WI 53214-1470
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414 / 259 0037 fax
www.graef-usa.com

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MEMORANDUM

TO: Plan Commission
City of Burlington

Copies to: Carina Walters, City Administrator
Megan Watkins, Director of Administrative Services
Gregory Guidry, Building Inspector
Gregory Governatori, City Engineer, Kapur & Associates, Inc.
Miller Motor Sales, Inc., Applicant and Owner

FROM: GRAEF
Tanya Fonseca, AICP
Kristian Vaughn
Larry Witzling, Ph.D., AIA, ASLA

DATE: September 7, 2016

SUBJECT: Review of Site Plan for Parking Lot Expansion at Miller Motor Sales
at 1196 Milwaukee Avenue

A. PURPOSE

- 1) Consider for approval a Site Plan application from Miller Motor Sales for property located at 1196 Milwaukee Avenue to demolish existing buildings on the property and to use the space as an expanded parking area.

B. RECOMMENDATION

Based upon the review of the submitted materials, GRAEF recommends that the Plan Commission recommend to the Common Council the **CONDITIONAL APPROVAL** of the following:

- a. A Site Plan application from Miller Motor Sales for property located at 1196 Milwaukee Avenue to demolish existing buildings on the property and to use the space as a parking area subject to the following conditions:
 - (1) As the project develops and the need for a landscape and/or lighting plan is determined, the submitted materials must be compliant with §315-26(P) "Exterior lighting standards and lighting plan required" and §315-138 "Landscape plans";
 - (2) Pursuant to §315-50 "Highway access" and §315-137(E)(27) "Highway access," the Applicant must obtain a highway access permit from the appropriate state and local agencies to maintain the southernmost driveway as a point of ingress and egress on State Highway 36; and,

- (3) The site plan should be amended to comply with §315-48(D)(5) "Minimum required landscaped area and landscaping within off-street parking lots" and provide 5 percent of interior landscape area, as described in Part F of this memorandum.

C. BACKGROUND

Miller Motor Sales, Inc. (Applicant and Owner) submitted a "Site Plan Approval Application" to identify the recently-acquired parcel at 1156 Milwaukee Avenue as the future site of expanded parking for its automobile dealership. The Architect's Project Statement submitted by Stelling and Associates Architects, Ltd. outlines the construction activities to be conducted on the parcel: the demolition of existing residential features – including two structures and associated infrastructure, site filling and grading, and potential adjustments to electrical service entrances.

The parcel at 1156 Milwaukee Avenue is zoned "B-1 Neighborhood Business District." At the time of the establishment of site control, a single-family residence and outbuilding occupied the parcel. The parcel is immediately adjacent to Miller Motor sales that sits to the north.

The Applicant submitted the following materials:

- a. "Site Plan Approval Application" (submitted by Miller Motor Sales, Inc., dated August 15, 2016, 1 sheet front and back)
- b. Architect's Project Statement (submitted by Thomas E. Stelling of Stelling & Associates Architects, Ltd., dated August 12, 2016, 2 sheets)
- c. Plat of Survey at parcel at 1156 Milwaukee Avenue (prepared by Robert J. Wetzel, PLS of B.W. Survey, Inc., undated, 1 sheet)
- d. Site and Demo Plan drawings for 1156 and 1196 Milwaukee Avenue (prepared by Stelling & Associates Architects, Ltd., dated August 12, 2016, 2 sheets)

It is the understanding of GRAEF that reviews and comments on all engineering-related aspects of the site plan are to be accomplished by the City Engineer. Therefore GRAEF defers all engineering-related review and comment to the City Engineer.

D. ACKNOWLEDGMENTS REGARDING THE SITE PLAN REVIEW

At the time Miller Motor Sales, Inc. submitted its "Site Plan Approval Application," construction at 1156 Milwaukee Avenue was in its initial phases with planning primarily completed and work to begin in earnest in October 2016. The submission of the site plan appeared to be the introduction of a work plan for the parcel at 1156 Milwaukee Avenue with its eventual combination with the parcel at 1196 Milwaukee Avenue (parcel 206-03-19-28-012-000) via a quitclaim deed and lot line adjustment.

The Architect's Project Statement addressed to the City of Burlington Plan Commission by Stelling & Associates Architects, Ltd. describes the work plan, and admits that as work progresses, Miller Motor Sales, Inc. may need to submit additional planning documents, including a landscape plan, a lighting plan, and

additional engineering drawings describing storm water management, parking lot construction, and electrical infrastructure.

As of the writing of this memo, GRAEF planners reviewed the Applicant's site plan assuming that the Applicant will submit the additional planning documents and drawings at the appropriate time and as is deemed necessary by the City of Burlington. In addition, as Miller Motor Sales, Inc. is pursuing the demolition of existing structures and the construction of a parking lot, certain requirements enumerated in Zoning Code §315-137(C) may not be applicable. That is, no structures are being built and the requirements omitted from the compliance assessment specifically regulate building construction.

E. COMPLIANCE WITH ZONING CODE §315-26 "B-1 NEIGHBORHOOD BUSINESS DISTRICT"

The following subsections within §315-26 are pertinent to parking lot construction on the parcel at 1156 Milwaukee Avenue. Those subsections not listed are not applicable to parking lot construction.

(C) "Permitted accessory uses"

"Off-street parking and loading areas" is a permitted accessory use. Following the lot line adjustment that will combine the parcels at 1156 and 1196 Milwaukee Avenue, the parking lot expansion will be a permitted accessory use subordinate to the primary use that is an automobile dealership.

(I) "Minimum required landscape surface ratio (LSR)"

The minimum required landscape surface ratio (LSR) is 25 percent. As indicated on Sheet 2 of the "Site and Demo Plan drawings," 71,545.16+/- square feet of perimeter landscaped area will exist following the parking lot construction. To comply with the LSR requirement, 56,725+/- square feet of landscaped surface is required. Thus, the proposed landscaped surface area is compliant.

(J) "Required off-street parking setbacks from public street rights-of-way"

Sheet 2 of the "Site and Demo Plan drawings" indicates that there is a greater than 25 foot setback from State Highway 36, including the driveway. The parking lot is compliant.

(K) "Vehicular circulation between adjacent properties"

Sheet 2 of the "Site and Demo Plan drawings" indicates four points of ingress and egress to and from the proposed parking lot. This satisfies the requirement for sufficient vehicular circulation.

(P) "Exterior lighting standards and lighting plan required"

Should light fixtures be proposed on the mechanical island identified on Sheet 2 of the "Site and Demo Plan drawings," a lighting plan will be required.

(R) "Landscape plan requirements"

Should a landscape plan be needed to detail the mechanical island proposed on Sheet 2 of the "Site and Demo Plan drawings," the Applicant will be required to submit a landscape plan.

F. COMPLIANCE WITH ZONING CODE §315-48 "PARKING REQUIREMENTS"

The following subsections within §315-48 are pertinent to parking lot construction on the parcel at 1156 Milwaukee Avenue. Those subsections not listed are not applicable to parking lot construction.

(A) "Adequate access"

Sheet 2 of the "Site and Demo Plan drawings" indicates that adequate access has been provided to and from the parking lot via four points of ingress and egress and a 24-foot wide driveway.

(B) "Minimum parking space size"

The approximate size of each parking stall appears to be 180 square feet based on measurements calculated using the scale text that appears on Sheet 2 of the "Site and Demo Plan drawings."

(D)(1) "Minimum required setback for off-street parking areas abutting a public street right-of-way line"

The proposed parking lot is setback greater than 25 feet from the public street right-of-way line, thus fulfilling the requirement to not be closer than eight feet.

(D)(2) "Minimum required setbacks for off-street parking areas"

The parking lot area will be setback 10 feet from the side lot line exceeding the minimum of eight feet.

(D)(5) "Minimum required landscaped area and landscaping within off-street parking lots"

Interior landscape area shall total not less than 5 percent of the lot surface area inclusive of parking stalls and associated driveways. The proposed interior landscape area is 476.54+/- square feet and the proposed lot surface area is 13,948.60+/- square feet yielding a total of 3.42 percent of the lot area as landscape area. This is not compliant. The architectural drawings should be amended to correct the percentage to not less than 5 percent. That would require an increase in landscape area of 223.46+/- square feet for a total interior landscape area of 700+/- square feet.

(D)(6) "Minimum landscaping requirements to be met"

Should a landscape plan be required, the requirements enumerated in this paragraph should be met, as should those in §315-138 "Landscape plans."

(E) "Off-street parking area surfacing"

The Architect's Project Statement indicates that binder course will be used to pave the parking area surface.

(F) "Concrete curb and gutter required for all off-street parking areas and associated drives"

Sheet 2 of the "Site and Demo Plan drawings" does not provide the level of detail necessary to determine the presence of curbs and gutters. When subsequent plans are submitted, specifically construction documents, curbs and gutters should be indicated and detailed.

(G) "Permanent marking of off-street parking stalls"

Compliance with this requirement can be assessed following construction. The Applicant should include plans for the marking of stalls in construction documents.

(H) "Parking spaces for use by persons with disabilities"

"Table 4: Minimum Number of Accessible Parking Spaces" in Municipal Code Chapter 315 requires seven accessible parking spaces for Miller Motor Sales. Sheet 2 of the "Site and Demo Plan drawings" indicates that three accessible spaces are currently available. During construction of the proposed parking lot, an additional four accessible spaces should be added and marked in the larger parking lot for Miller Motor Sales. The site plan and future construction documents should reflect the addition of four accessible parking spaces compliant with §315-48(H).

(I & K) "Minimum number of off-street parking spaces and on-site queuing required for use types"

"Table 5: Off-Street Parking and On-Site Queuing Requirements for Use Types" in Municipal Code Chapter 315 details the number of minimum spaces for "Auto sales" within "Commercial Uses." Sheet 2 of the "Site and Demo Plan drawings" provides for a total of 292 stalls. Per Table 5, 248 stalls are required. The proposed number of stalls exceeds the required number and is compliant.

(M) "Minimum width of off-street parking rows and aisles"

Sheet 2 of the "Site and Demo Plan drawings" indicates that the double row of parking stalls sharing an aisle is 68 feet wide. The stalls are each 20 feet long with the row being 28 feet wide. This is compliant.

G. COMPLIANCE WITH ZONING CODE §315-137 "SITE PLANS"

Paragraphs (1-12) in §315-137(B) require that the proposed site plan be contextually appropriate to surrounding uses and consistent with planning documents governing development in the City of Burlington. As the parcel at 1156 Milwaukee Avenue will be combined with the larger parcel at 1196 Milwaukee Avenue, the current zoning classification and land use will remain the same. Because no structures will be built and the parcel will be dedicated to parking, it will be an extension of the existing use at Miller Motor Sales. Additionally, "Map 1 – Recommended Land Use Plan for the City of Burlington Planning Area: 2035" in *A Multi-Jurisdictional Comprehensive Plan for Racine County: 2035* indicates that the parcel will continue to be "Commercial" (page D-2). Thus, the use of the parcel at 1156 Milwaukee Avenue for parking – as part of Miller Motor Sales – is appropriate.

§315-137(C) "Applications for site plan review" enumerates the information required to be submitted for a complete site plan review. Based on the Architect's Project Statement and accompanying drawings, the Applicant's submission provides the needed information for GRAEF planners to make a recommendation to the City of Burlington Plan Commission. Considering the Applicant's submission and the acknowledgments discussed in Part D of this memorandum, the site plan for an expanded parking lot at 1156 Milwaukee Avenue is appropriate and compliant.

To: Kristine Anderson **Date:** August 26, 2016
From: Greg Governatori
CC: Carina Walters, Gregory Guidry, Judy Gerulat, Jim Bergles, Tom Foht.
Subject: Miller Motors – Site Plan Review

BACKGROUND AND REQUEST: Thomas Stelling of Stelling & Associates Architects, LTD on behalf of Miller Motors has submitted site plans to add 14,000 SF of additional parking lot adjacent to their existing dealership located at 1196 Milwaukee Avenue. Our review was conducted to determine compliance with City ordinances and good engineering practices.

The following items were submitted for review:

- Sheet T1 - Title Sheet, Dated August 12th, 2016
- Sheet AS100 – Proposed Site Plan August 12th, 2016

COMMENTS:

General:

- The Site Plan provided is not legible at the scale provided, the area of the project is a very small portion of the sheet. We recommend providing an enlarged area of the proposed improvements for legibility. The site plans shall include the items detailed in the next comment.
- Detail engineering drawings were not provided as part of the site plan approval. We recommend the submittal of a detailed grading plan, site plan with dimensions, paving plan, erosion control plan and all associated details. The plans shall show all dimensions, pavement sections, pavement limits, walks, grades, erosion control locations, detail driveway connections, all materials, lengths, and restoration.
- The project is less than 40,000 square feet and will not require post construction storm water management. Applicability for storm water management practices follows Chapter 270-5 of the Burlington City Code which requires post construction storm water management for a development site having a gross aggregate area of 40,000 SF or more. *Post Construction Storm water management is not required as part of this project.*
- It appears that the parking stalls meet minimum stall requirements of 180 SF, and the drive aisles are of adequate width, however the site plan is not dimensioned.
- The proposed new pavement limits are not defined, nor the proposed material (assumed Asphalt), removal limits, restoration, or drainage. Much of the existing lot in this area has been damaged by the recurring flooding that occurs on this portion of the lot. Consideration for additional removals and elevating the existing lot for flood protection may want to be reviewed.
- 315-47 (F) requires Curb and Gutter for all off street parking areas serving more than ten vehicles. This also applies to existing off-street parking lot where the number of off-street parking spaces is increased by 20 spaces or more. The existing portion of the parking lot in the area of the proposed expansion does not have curb and gutter. The storm water from the area discharges to the rear to all small

existing retention basin. It is recommended that a swale be constructed along the south pavement line to the east and the existing storm water basin. We do not recommend curb and gutter for the lot, as storm sewer will not work with the low grades of the lot.

- The rear parking Lot of Miller Motors has a history of storm water ponding and backing up onto their lot from the south east corner. This project will slightly increase the volume of water that is directed to the storm water basin. While storm water management is not required as part of the project. It should be noted that adding the increased impervious area will not improve the occasional flooding in that corner of the parcel. The possible increase in flooding frequency will not affect the adjacent property as it is significantly higher than the Miller Motors Property.
- It is not defined if the parking stalls will be marked with paint or if it will be similar to the existing lot in this area which is partially unmarked. 315-47 (G) requires all off-street parking areas serving five or more vehicles shall have all parking stalls permanently marked by painted lines or other approved material, and said marking shall be maintained so as to be legible at all times.
- A lightning plan was not submitted as part of the Review.
- A Landscaping/restoration plan was not provided as part of the Submittal.
- The existing driveway access to Milwaukee Avenue from the residence is very steep with grades near 12%. It appears that this will be utilized for public commercial access. Without a proposed paving and grading plan, it is unknown if the driveway grades will be improved. It is recommended that the commercial driveway should not have a grade in excess of 8%.
- There is a new mechanical island proposed near some utilities. It looks like it encroaches into a existing drive aisle, it also has no curb or protection, and restoration is not specified. From the Green space calculation, it appears to have been assumed as interior landscaping?
- A demolition or removal plan was not provided as part of the submittal, it is assumed that all buildings, planters and sheds will be removed as part of the project. The shed and planters are located on the adjacent property. Permission and agreements should be in place prior to removal of the non-conforming structures.

We have no problems with the proposed parking lot use and recommend conditional approval subject to the items as identified in this memorandum being satisfactorily addressed prior to construction.

The plans have been reviewed for conformance with generally accepted engineering practices and City of Burlington policies. Although the material has been reviewed, the design engineer is ultimately responsible for the thoroughness and accuracy of the plans and supplemental data and for compliance with state, county, and other local ordinances and procedures.

Please contact me if you have any questions or comments at (262) 758-6010.



Building & Zoning Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1163 - (262) 763-3474 fax
www.burlington-wi.gov

SITE PLAN APPROVAL APPLICATION

REVIEW: \$500.00 Deposit +/- Actual Cost

FOR OFFICE USE ONLY
DATE FILED: 8/15/16
RECEIVED BY: [Signature]
AMT. PAID: \$500

APPLICANT: MILLER MOTOR SALES, INC.
ADDRESS: 1196 MILWAUKEE AVE. PHONE NO. 262-763-2466 FAX NO.
OWNER: MILLER MOTOR SALES, INC.
ADDRESS: 1196 MILWAUKEE AVE. BURLINGTON, WI PHONE NO. 763-2466 FAX NO.
SITE ADDRESS: 1156 MILWAUKEE AVE. BURLINGTON, WI 53105
PROPOSED USE: DISPLAY PARKING PRESENT ZONING: B-1
LEGAL DESCRIPTION: SEE ATTACHED
(Attach full legal description if needed)

THE SITE PLAN MUST INCLUDE THE FOLLOWING INFORMATION (PLEASE LIST ANY ADDITIONAL INFORMATION WHERE APPLICABLE):

- Site plan drawn to a recognized engineering or architectural scale with graphic scale, shown as well as the date of drawing and the north arrow shown.
Project title and owner's/developer's name and address noted.
Architect's and/or engineer's name and address noted.
Property boundaries and dimensions.
Abutting property zoning classifications. - B-1
General description of building materials, facade and roof detail.
Setback lines indicated.
Easements for access, if any.
None 100-year floodplain identification.
Point Existing and proposed topography show at a contour interval of not less than two feet, indicating proposed grade and location of improvements.
Signage and outdoor lighting - proposed location and details.
Total number of employees: 53 EMPLOYEES and Hours of operation 8:00 - 8:00 M.-THUR. 8:00 AM - 6:00 P.M. FRIDAY 8:00 AM - 4:00 P.M. SAT

Total no. of parking spaced noted. No. of parking spaces provided: SEE PLAN Calculations used to arrive at the no. of spaces: SEE SITE PLAN

N/A Type, size and location of all structures with all building dimensions shown.

N/A Locate existing and general location of proposed sanitary sewers, storm sewers and watermains.

N/A Locate any proposed stormwater management facilities, including detention/retention areas. The City of Burlington has a stormwater ordinance in effect.

Note location, extent and type of proposed landscaping and landscaping plantings and buffers to adjacent property, including fencing or other screening.

N/A Note, location of pedestrian sidewalks and walkways.

N/A Graphic outline of any development staging that is planned.

Driveway locations and sizes.

N/A Handicap accessibility.

N/A List environmental concerns, i.e. odor, smoke, noise.

Owner: Chris Miller
(Print)

Date: 8/15/14

Owner: Chris Miller
(Signature)

Applicant: Chris Miller
(Print)

Date: 8/15/14

Applicant: Chris Miller
(Signature)

Zoning Administrator: _____
(Signature)

Date: _____



August 12, 2016

City of Burlington
Building and Zoning Department
Planning Commission
300 North Pine Street
Burlington, WI 53105

Re: Miller Motor Sales, Inc.
1196 Milwaukee Ave.
Burlington, WI
Display Lot Expansion

Dear Commissioners,

Miller Motor Sales, Inc. has recently purchased the small B-1 Zoned parcel at 1156 Milwaukee Avenue, Burlington Wisconsin for the purposes of expanding their existing new and used car display area. This parcel is approximately 14,000 square feet.

It is our plan to incorporate this area into the existing display area on 1196 Milwaukee Ave. (please see the attached documents for clarification)

Our phases of development of this parcel once we have your approval are as follows:

- Demolition of the existing site and removal of residential features including all of the buildings, landscaping and infrastructure that are located on the site
 - Prior to demolition Miller Motor Sales is working with the City of Burlington's Fire Department for use of the buildings for fire training purposes. This is scheduled once the current owner moves out. The tentative schedule is the month of October 2016, with complete demolition to follow.
- Once demolition is complete, the site will be filled and graded with engineered fill to match the existing grading. The existing grading currently spills the entire rain water sheets across the current auto display area to the south and west to the detention area following the current drainage pattern.
 - It should be noted that storm water from the steep banks of the Dunham Sports site follows this same pattern.
 - Once cleared, filled and graded a binder course will be added to provide for a dust free parking area. We will monitor the storm water and its flow to determine if additional water provisions need to be made; a large portion of the new parcel (1156 Milwaukee Ave.) is impervious at this time.

- Once the parcel is defined we will pursue a change in electrical service entrances to our current facility. If it is determined to be feasible we will move to an underground service and reevaluate the site layout and finalize all other site requirements, if it is to remain overhead then adjustments may be made to our site plan to better accommodate the new complete site.
- There is no site lighting changes incorporated into this Site Plan Review and once determined will be handled with a separate submission.
- The two sites will be consolidated with a Quick Claim - Lot Line adjustment once the property is transferred.
- Landscape area will be hydro-seeded or sodded depending on growing season, final landscaping options will be submitted with any final lighting and utility changes.
- The site is not in the 100 year Flood Plain.

If there are any questions on this submission you can contact: Chris Miller at 262-763-2466 or Tom Stelling at 262-763-8725. If any questions regarding the Survey or CSM please contact BW Surveying Inc., Bob Wetzel at 262-767-0225.

Respectfully submitted,

Thomas E. Stelling

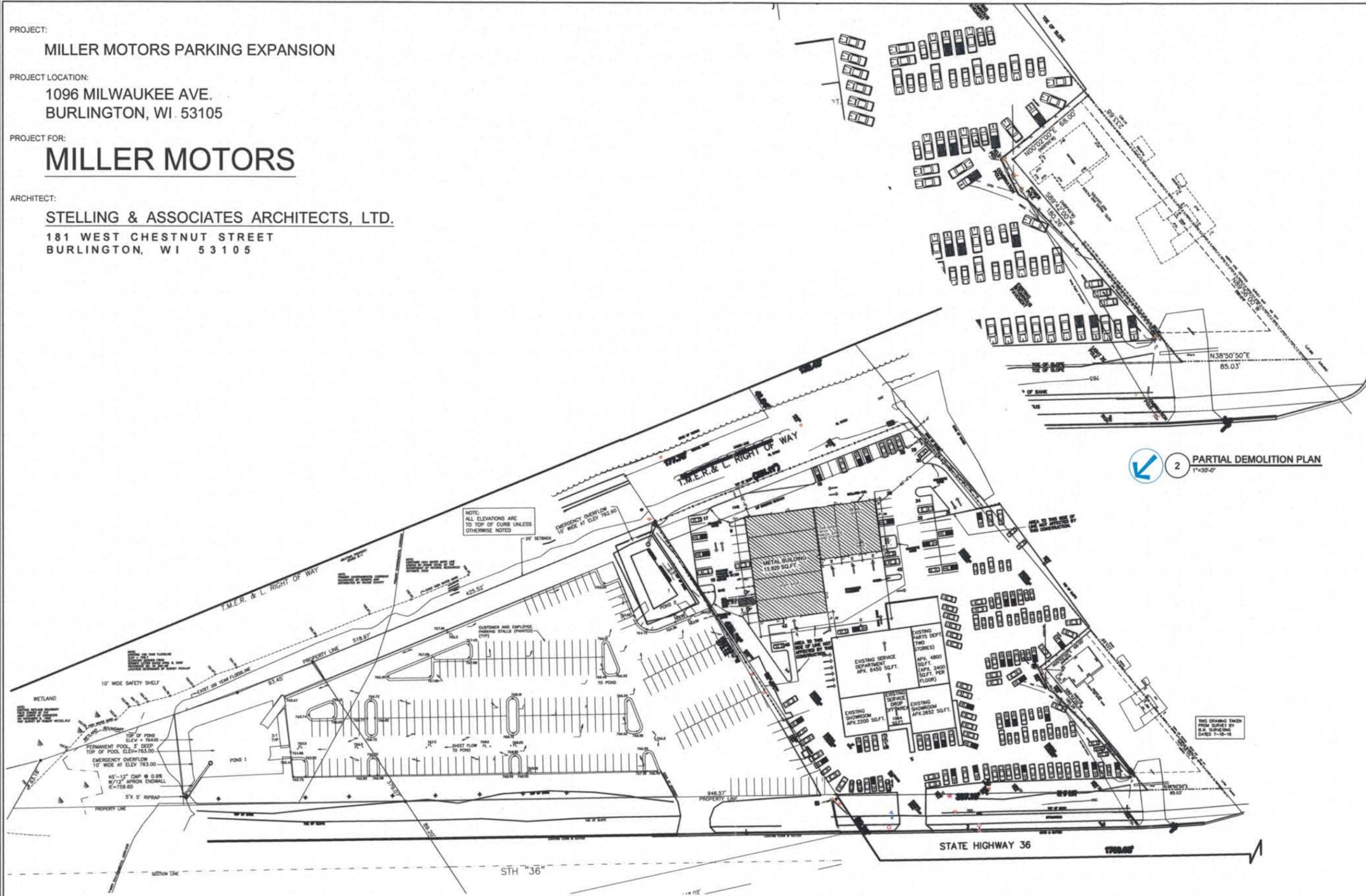
President / Architect
Stelling & Associates Architects
Cell [262-492-0482](tel:262-492-0482)

PROJECT:
MILLER MOTORS PARKING EXPANSION

PROJECT LOCATION:
 1096 MILWAUKEE AVE.
 BURLINGTON, WI 53105

PROJECT FOR:
MILLER MOTORS

ARCHITECT:
STELLING & ASSOCIATES ARCHITECTS, LTD.
 181 WEST CHESTNUT STREET
 BURLINGTON, WI 53105



1 EXISTING SITE PLAN
 1"=50'-0"

2 PARTIAL DEMOLITION PLAN
 1"=30'-0"

INDEX OF DRAWINGS

T1	TITLE SHEET, EXISTING PLAN, DEMO PLAN
AS100	PROPOSED SITE PLAN

NOTE:
 - ALL WORK MUST BE COMPLETED IN STRICT CONFORMANCE WITH THE 2009 INTERNATIONAL BUILDING CODE AND 2009 INTERNATIONAL EXISTING BUILDING CODE WITH WISC. SPS 360-366, AND ALL REFERENCES MADE THEREIN. ALL HANDICAP ACCESS ISSUES COMPLY WITH ICC/ANSI 117.1, REVISION 2003 AND 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN FROM THE DEPT. OF JUSTICE PUBLISHED SEPTEMBER 15, 2010. SHOULD ANY CODE RELATED QUESTIONS ARISE, CONTACT ARCHITECT IMMEDIATELY.
 - GENERAL CONTRACTOR TO DISTRIBUTE ALL SHEETS TO SUBCONTRACTORS!
 DO NOT DISTRIBUTE PARTIAL SETS.

ALL DIMENSIONS MEASURED TO AND FROM FACE OF STUD
 ALL DIMENSIONS TO BE AS SHOWN UNLESS OTHERWISE NOTED OR OTHERWISE NOTED ON CHANGES
 DO NOT SCALE FROM DRAWINGS
 IF ANY QUESTIONS ARISE NOTIFY ARCHITECT IMMEDIATELY

STELLING & ASSOCIATES ARCHITECTS, LTD.
 181 W. CHESTNUT STREET P.O. BOX 100
 BURLINGTON, WI 53105
 TELEPHONE: (262) 782-8275 FAX: (262) 782-1871

MILLER MOTORS PARKING EXPANSION
 PROJECT FOR:
MILLER MOTORS
 1196 MILWAUKEE AVE.
 BURLINGTON, WI 53105

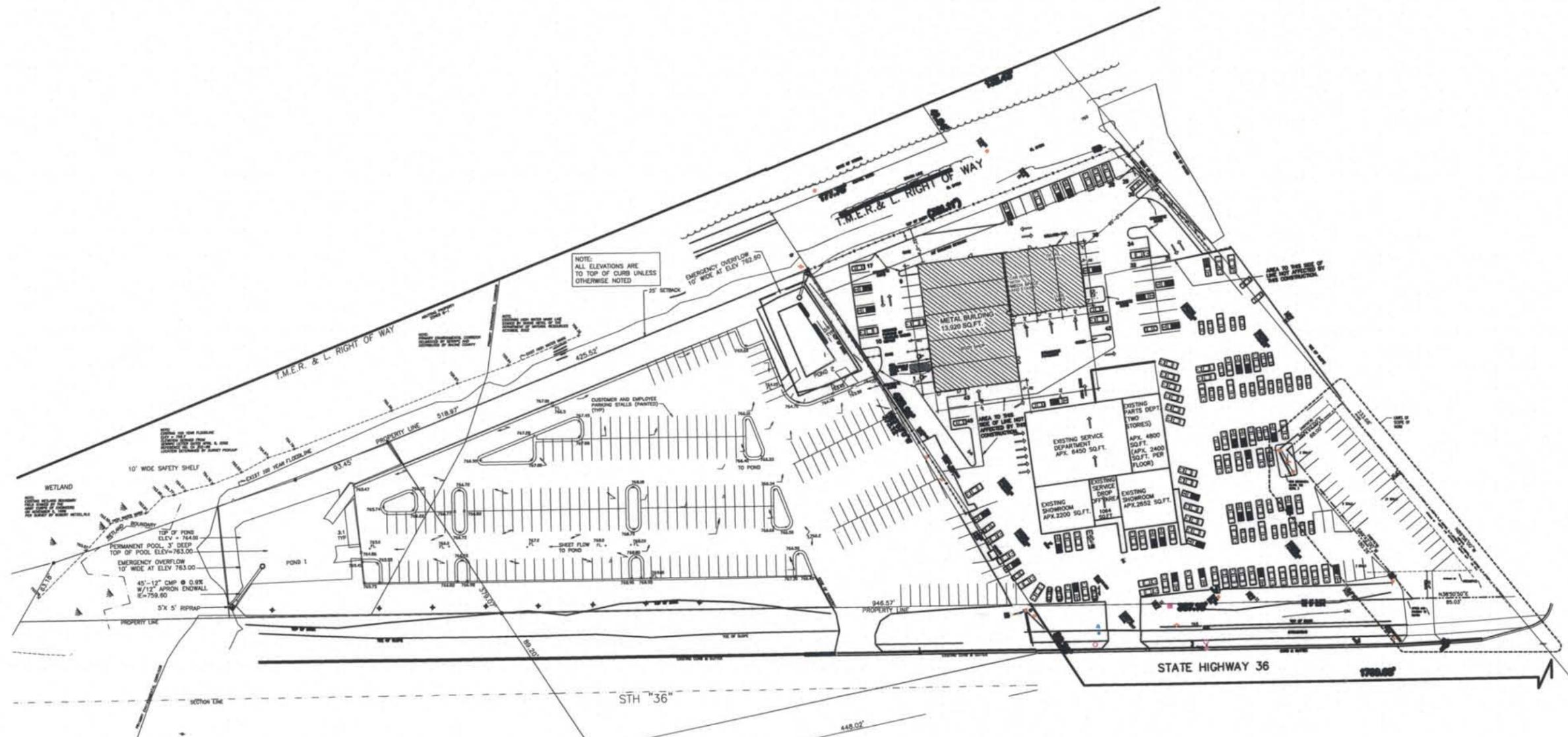
TITLE SHEET, EXISTING SITE PLAN AND DEMO PLAN

OWNER/CLIENT OF DOCUMENTS:
 THIS DOCUMENT AND THE IDEAS AND DESIGNS INCORPORATED HEREIN, AS AN INSTRUMENT OF PROFESSIONAL SERVICE, IS THE SOLE PROPERTY OF STELLING & ASSOCIATES ARCHITECTS, LTD. AND IS NOT TO BE USED IN WHOLE OR IN PART FOR ANY OTHER PROJECT OR PURPOSE WITHOUT THE EXPRESS WRITTEN AUTHORIZATION OF STELLING & ASSOCIATES ARCHITECTS, LTD.

REVISIONS	
APPROVED	
DRAWN BY	TD
DATE	8-12-16
ARCHITECTS PROJECT NUMBER	16018
SHEET NUMBER	T1

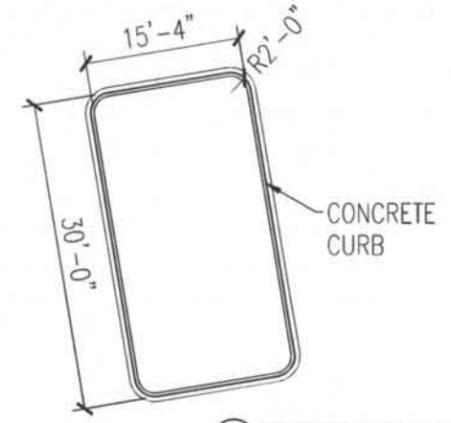
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REVISIONS:
 APPROVED:
 DRAWN BY: TD
 DATE: 8-12-16
 ARCHITECT: PROJECT NUMBER: 16018
 SHEET NUMBER:



NOTE:
 ALL ELEVATIONS ARE TO TOP OF CURB UNLESS OTHERWISE NOTED

1 PROPOSED SITE PLAN
 1"=50'-0"



2 ENLARGED CURB DETAIL
 1/8"=1'-0"

LOT 1 - COMBINING EXISTING LOT WITH PROPOSED NEW PROPERTY

EXISTING LOT AREA	= 212,954 SQ.FT.
NEW LOT AREA	= 13,948.60± SQ.FT.
TOTAL LOT AREA	= 226,902.60± SQ.FT.
EXISTING BUILDING AREA	= 20,130 SQ.FT.
EXISTING HARD SURFACE AREA	= 118,928 SQ.FT.
NEW HARD SURFACE	= 9,950.71± SQ.FT.
TOTAL LOT AREA	= 128,878.70± SQ.FT.
LANDSCAPE AREA	
EXISTING PERIMETER	= 67,888 SQ.FT.
NEW PERIMETER	= 3,657.16± SQ.FT.
TOTAL LOT AREA	= 71,545.16± SQ.FT.
INTERIOR	= 6,008 SQ.FT.
NEW INTERIOR	= 476.54± SQ.FT.
TOTAL LOT AREA	= 6,484.54± SQ.FT.
EXISTING PARKING STALLS	= 257 STALLS
NEW STALLS	= 35 STALLS
TOTAL STALLS	= 292 STALLS

GREENSPACE NEEDS TO BE 5% OF HARD SURFACE AREA:
 5% (128,878± SQ.FT.) = 6,444± SQ.FT. OF INTERIOR GREENSPACE REQUIRED
 INTERIOR GREENSPACE PROVIDED = 6,484± SQ.FT. > 6,444± SQ.FT.

LANDSCAPE SURFACE RATIO - 25% OF TOTAL GREENSPACE:
 25% (226,902± SQ.FT.) = 56,725± SQ.FT. OF INTERIOR GREENSPACE REQUIRED
 PERIMETER GREENSPACE PROVIDED = 71,545± SQ.FT. > 56,725± SQ.FT.

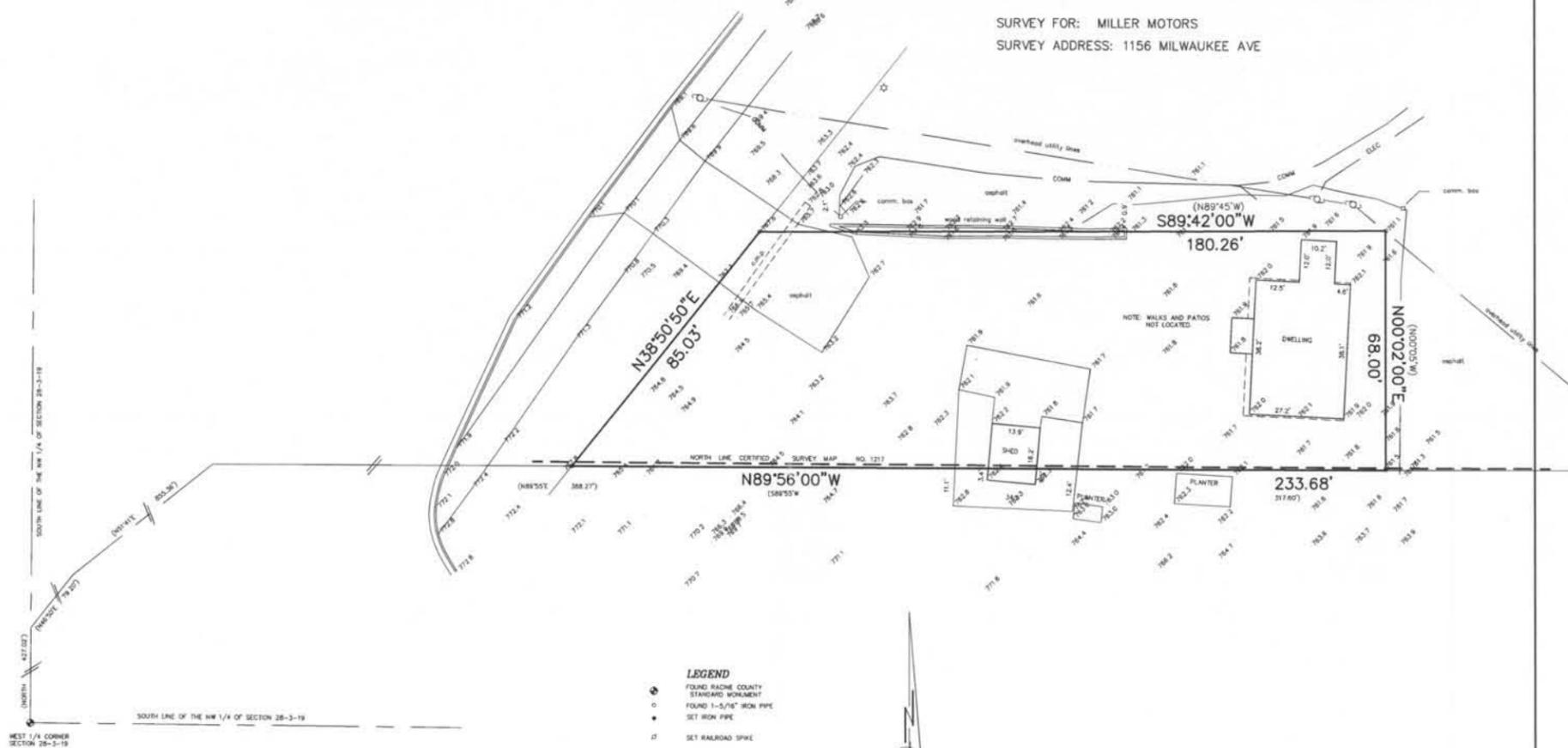
NOTE
 GENERAL CONTRACTOR TO DISTRIBUTE ALL SHEETS IN SET TO SUBCONTRACTORS!
 DO NOT DISTRIBUTE PARTIAL SETS

ALL DIMENSIONS MEASURED TO AND FROM FACE OF STUD
 ALL ANGLES TO BE 45 DEGREES UNLESS OTHERWISE NOTED ON DRAWINGS
 DO NOT SCALE FROM DRAWINGS
 IF ANY QUESTIONS ARISE NOTIFY ARCHITECT IMMEDIATELY

PLAT OF SURVEY
-OF-

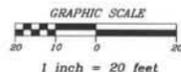
THAT PART OF THE NORTHWEST ONE-QUARTER (NW 1/4) OF SECTION TWENTY-EIGHT (28), TOWNSHIP THREE (3) NORTH, RANGE 19 EAST, BOUNDED AS FOLLOWS: BEGINNING AT A STONE AT THE SOUTHWEST CORNER OF THE NORTHWEST ONE QUARTER (NW 1/4) OF SAID SECTION; RUN THENCE NORTH 427.02 FEET TO A POINT; THENCE NORTH 46 DEGREES 50' EAST 79.20 FEET TO A POINT; THENCE NORTH 51 DEGREES 41' EAST 855.36 FEET TO A POINT, SAID POINT MARKS THE PLACE OF BEGINNING OF PARCEL OF LAND DESCRIBED; THENCE NORTH 89°45' WEST 300.24 FEET TO A POINT IN THE CENTER LINE OF SAID STATE TRUNK HIGHWAYS 36 AND 83; THENCE SOUTH 51°41' WEST ALONG THE CENTER LINE OF SAID HIGHWAYS, 112.53 FEET TO THE PLACE OF BEGINNING. EXCEPTING LAND CONVEYED BY DEED RECORDED IN VOLUME 541 OF DEEDS, PAGE 282, AS DOCUMENT NO. 597722. SAID LAND BEING LOCATED IN THE CITY OF BURLINGTON, COUNTY OF RACINE AND STATE OF WISCONSIN. SAID LAND BEING IN THE CITY OF BURLINGTON, RACINE COUNTY, WISCONSIN.

SURVEY FOR: MILLER MOTORS
SURVEY ADDRESS: 1156 MILWAUKEE AVE



LEGEND

- FOUND RACINE COUNTY STANDARD MONUMENT
- FOUND 1-5/16" IRON PIPE
- SET IRON PIPE
- ⚡ SET RAILROAD SPIKE
- ⊙ UTILITY POLE
- LIGHT POLE
- MARKER
- ⊕ HYDRANT
- WATER VALVE
- GAS- UNDERGROUND GAS LINE
- COMM- UNDERGROUND COMMUNICATION LINE
- ELEC- UNDERGROUND ELECTRICAL LINE
- () RECORDED AS



I hereby certify that I have surveyed the above described property and that the above map is a correct representation thereof and shows the size and location of the property, its exterior boundaries, the location of all visible structures and dimensions of all principal buildings thereon, boundary fences, apparent easements, roadways and encroachments, if any.

This survey is made for the use of the present owners of the property, and those who purchase, mortgage, or guarantee the title thereto within one year from date hereof.

NOTE: BEARINGS HEREON RELATE TO THE SOUTH LINE OF THE NW1/4 OF SECTION 28-3-19. ASSUMED BEARING OF S 89°46'29" E.

THIS IS NOT AN ORIGINAL PRINT UNLESS THIS SEAL IS RED.



B.W. SURVEYING, INC.
412 N. PINE STREET
BURLINGTON, WI 53105
(262)-767-0225

ROBERT J. WETZEL S-1778

DRAWN BY:	DATE:
CHECKED BY:	DRAWING NO.:
JOB NO.:	SHEET OF



Administration Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
www.burlington-wi.gov

Plan Commission Item Number: 8C	Date: September 13, 2016
Submitted By: Gregory Guidry, Building Inspector	Subject: Consideration to approve a Conditional Use and application at 2300 Browns Lake Drive

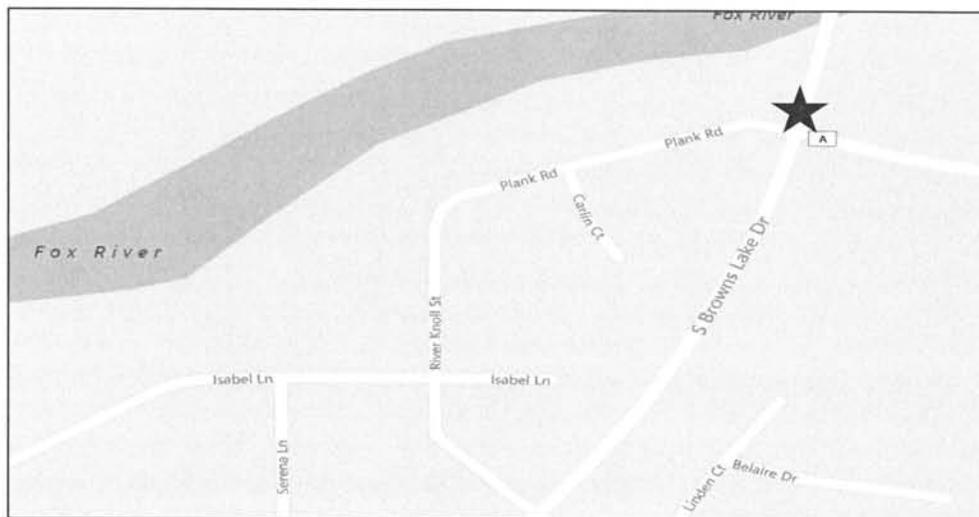
Details:

This item is to consider approving a Conditional Use application from Jim Flowers of Enterprise Rent-A-Car of Wisconsin, LLC, for property located at 2300 Browns Lake Drive. The applicant is proposing to operate a car rental business. This building is located within the Lynch Auto Sales property and was formerly used as an oil change facility. The car wash on the south end of the building will remain.

The parcel is zoned B-1, Neighborhood Business District.

Graef recommends approval of this Conditional Use, subject to items listed in the memorandum.

Map Location:



Executive Action:

This item is for consideration at the September 13, 2016 Plan Commission meeting and will be placed on the September 20, 2016 Committee of the Whole and October 4, 2016 Common Council meeting for consideration.



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collaborāte / formulāte / innovāte

MEMORANDUM

TO: Plan Commission
City of Burlington

Copies to: Carina Walters, City Administrator
Megan Watkins, Director of Administrative Services
Gregory Guidry, Building Inspector
Gregory Governatori, City Engineer, Kapur & Associates, Inc.
Jim Flowers, Applicant

FROM: GRAEF
Tanya Fonseca, AICP
Kristian Vaughn
Larry Witzling, Ph.D., AIA, ASLA

DATE: September 7, 2016

SUBJECT: Review of Conditional Use Permit for Proposed
Enterprise Rent-A-Car at 2300 Browns Lake Drive

A. PURPOSE

- 1) Consider for approval a Conditional Use application from Enterprise Rent-A-Car Company for property located at 2300 Browns Lake Drive to operate a car rental business.

B. RECOMMENDATION

Based upon the review of the submitted materials, GRAEF recommends that the Plan Commission recommend to the Common Council the **APPROVAL** of the following:

- a. A Conditional Use application from Enterprise Rent-A-Car Company for property located at 2300 Browns Lake Drive to operate a car rental business.

C. BACKGROUND

Jim Flowers (Applicant), representing Enterprise Rent-A-Car of Wisconsin, LLC, submitted an "Application for a Zoning Permit, Certificate of Compliance, or Conditional Use Permit" to operate an Enterprise Rent-A-Car at 2300 Browns Lake Drive, Burlington, Wisconsin 53105. The Enterprise Rent-A-Car would take the place of an existing Quick Lube oil change facility, which currently shares the same accessory building with an automatic car wash that would remain in operation. The accessory building is located on parcel 206-03-19-22-004-011 that is shared with the primary building, the Lynch GM Superstore. Enterprise Rent-A-Car currently operates within the larger Lynch GM showroom.

Parcel 206-03-19-22-004-011 sits at the southwest intersection of Milwaukee Avenue and Browns Lake Drive. Parcel 206-03-19-22-004-011's legal description is PT NW1/4 CSM #2742 V8 P720 LOT 1 FROM 206031922004010 IN 05 FOR 06 ROLL **TOTAL ACRES** 15.44.

Enterprise Rent-A-Car's proposed primary use would be renting automobiles with additional activities including car washing, vacuuming, and interior detailing. The business would operate with a maximum of three employees. The business would operate Monday through Friday from 7:30am to 5:30pm; it would be closed on Saturday and Sunday.

The Applicant submitted the following materials:

- a. "Application for a Zoning Permit, Certificate of Compliance, or Conditional Use Permit" (submitted by Jim Flowers representing Enterprise Rent-A-Car of Wisconsin, LLC, dated August 17, 2016, 3 sheets)
- b. "Enterprise Rent-A-Car Narrative" (1 sheet)
- c. Google Maps aerials of 2300 Browns Lake Drive (2 sheets)
- d. "Reference Development Site Plan" (undated, 1 sheet)
- e. Enterprise Tradedress Rendering of front and street views of exterior renovations to current Quick Lube oil change facility (dated August 16, 2016, 2 sheets)

D. EXISTING CONDITIONS & CONTEXTUAL APPROPRIATENESS

Parcel 206-03-19-22-004-011 sits along the Milwaukee Avenue corridor at the intersection of Milwaukee Avenue and Browns Lake Drive. It is zoned "B-1 Neighborhood Business District" with "PUD Planned Unit Development Overlay District." The primary use on parcel 206-03-19-22-004-011 is an automobile dealership with accessory uses including automobile maintenance, repair, washing, and rental.

The Milwaukee Avenue corridor is primarily zoned B-1 with select environment-related zoning districts adjacent to the Fox River. In addition, the single-family subdivisions are zoned residential with institutional and multi-family zoning appearing in select locations. Surrounding uses include a Menards, green space, smaller retail locations (Merrill Lynch Wealth Management and Peoples Bank), an AmericInn Lodge and Suites, the Saint Francis Friary, the Queen of Peace Friary, and the Francis Meadows Senior Apartments.

The proposed conditional use is appropriate within the current zoning and land use context as Enterprise Rent-A-Car is already in operation on site.

E. CONDITIONAL USE WITHIN ZONING CODE §315-26 "B-1 NEIGHBORHOOD BUSINESS DISTRICT"

City of Burlington Zoning Code §315-26(D)(17) lists "Gasoline service stations, automobile and truck rental services, and automobile washing" as a conditional use within the "B-1 Neighborhood Business District." The operation of an Enterprise Rent-A-Car would be appropriate.

F. CONDITIONAL USE WITHIN ZONING CODE §315-43 "PUD PLANNED UNIT DEVELOPMENT OVERLAY DISTRICT"

City of Burlington Zoning Code §315-43(D) states that the types of conditional uses allowed in the PUD Overlay are "[a]ny conditional use permitted in the underlying basic use district." As "B-1 Neighborhood Business District" is the underlying basic use district and lists "automobile and truck rental services" as an appropriate conditional use, it is also then appropriate within the PUD Overlay.

G. COMPLIANCE WITH ZONING CODE §315-130 "CONDITIONAL USE PERMIT"

Per the requirements enumerated in §315-130(A), the Applicant has submitted the necessary materials to determine if a conditional use permit should be approved.

The review conducted per Subsection B is different than is what customary with other conditional use permits. As Enterprise Rent-A-Car is currently operating on site within the larger Lynch GM showroom, the use already exists on parcel 206-03-19-22-004-011. The level of scrutiny that is commonly used to assess a conditional use continues to be warranted, but is more easily applied because of Enterprise Rent-A-Car's pre-existence on the site. With respect to considerations given to the proposed use's compatibility with surrounding zoning and land uses, traffic impacts, environmental impacts, and a consideration for the health, safety, welfare, and morals of the community, the moving of Enterprise Rent-A-Car to the current Quick Lube location is contextually appropriate with few, if any, unforeseen adverse impacts on surrounding uses and the community.

As the Applicant has submitted the necessary materials and Enterprise Rent-A-Car's operation on the parcel is an existing, contextually-appropriate use, the Applicant's request to provide "automobile and truck rental services" is appropriate.



Building & Zoning Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1163 – (262) 763-3474 fax
www.burlington-wi.gov

**APPLICATION FOR A ZONING PERMIT,
CERTIFICATE OF COMPLIANCE,
OR
CONDITIONAL USE PERMIT**

FOR OFFICE USE ONLY	
PERMIT NO. (not C.U.)	_____
AMOUNT PAID \$	500-
DATE FILED	8/17/16
DATE PUBLISHED	_____
PUBLIC HEARING DATE:	_____
RECEIVED BY:	KA

- Zoning Permit - \$25.00
- Certificate of Compliance - \$15.00
- Joint Zoning/Certificate of Compliance - \$35.00
- Conditional Use Permit - \$500 Deposit +/- Actual cost

Instructions: Applications are to be filed with the Zoning Administrator, who shall refuse applications that are not complete or that are not legible.

NAMES AND ADDRESSES

Applicant Jim Flowers, Enterprise Rent-A-car of Wisconsin, LLC

Phone No. 262-544-8330 x 248 Fax No. 414-375-0777

Applicant's Address \$17W22650 Lincoln Ave. Waukesha, WI 53186

Owner of the site Lynch Motor Vehicle Inc.

Phone No. 262-757-2966 Fax No. 262-767-0559

Owner's address 2300 Browns Lake Rd. Burlington, WI 53105

Architect / Professional Engineer TBD

Architect / Professional Engineer Address TBD

Contractor Supreme Structures,

Contractor's Address 2906 Market Place Dr. Suite A. Madison, WI 53719

DESCRIPTION OF THE SUBJECT SITE

Address 2300 Brown's Lake drive Burlington, WI 53105

Or if no address exists: Parcel Identification No. 206031922004011

Existing Zoning classification B1

Description of existing use Quick lube oil change facility

Description of the proposed use renting automobiles

Number of employees / Hours of operation 2-3 employees Mon-Friday 7:30AM-5:30PM
Sat-Sun. CLOSED

**ATTACHMENTS –
THE FOLLOWING ITEMS MAY NEED TO BE ATTACHED TO THIS APPLICATION:**

PLAT OF SURVEY – prepared by a registered land surveyor showing the location, boundaries, elevations, uses and size of the following: subject site; existing and proposed structures; existing and proposed easements, streets and other public ways; off-street parking, loading areas and driveways; existing highway access restrictions; existing and proposed street, side and rear yards. In addition, the plat of survey shall show the location, elevation, and use of any abutting lands and their structures within (40) feet of the subject site.

If municipal sewage service or water service is not available, a plan shall be approved by the City Engineer who shall certify in writing that satisfactory, adequate and safe sewage disposal and/or a safe supply of water, is possible on the site as proposed by the plan in accordance with applicable local, county and state board of health regulations.

Additional information as may be required by City Officials.

Reason for requesting a Conditional Use (for Conditional Use Permit Only):

Please see the attached site narrative.

Certificate – I hereby certify that all the preceding statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

Applicant [Signature]
(Signature)

Jim Flowers
(Print)

Owner [Signature]
(Signature)

David J. Lynch
(Print)

Date: 8/17/16

Date application Filed: _____

- Applications will not be processed without the property owner's signature.
- Permit may be revoked without notice if misrepresentation of any of the above information or attachments is found to exist.
- Permit is Null and Void if issued in error. It is understood that any permits issued on this application will not grant any right or privilege to erect any structure or to use any premises for any purpose that is prohibited by the Zoning Ordinance or any other state or local laws.
- Changes in the plans or specifications submitted in the original application shall not be made without prior written approval of the Zoning Administrator.

Zoning Administrator: _____
(Signature)

Date: _____

Enterprise Rent-A-Car Site Narrative

2300 Browns Lake Dr.
Burlington, WI 53105

Jim Flowers, on behalf of Enterprise Rent-A-Car Company of Wisconsin, LLC, is seeking conditional use approval from the Plan Commission to operate a car rental business at the aforementioned address. Enterprise is currently located inside the Lynch Dealership and is looking to relocate inside the auxiliary building onsite that housed their quick lube operation. Enterprise plans to invest in improving the property including, but not limited to:

- Light renovation of building exterior to include a new entry door and overhead awning.
- Interior office renovation
- Add exterior signage in accordance with zoning regulations

Enterprise was founded in 1957 and has been operating in Wisconsin for 25 years. Our business activities throughout the state include renting automobiles, renting commercial trucks, auto fleet leasing, as well as retail and wholesale auto sales. As a privately held company, Enterprise supports the communities it operates in. This ranges from providing local jobs to patronizing local companies for business materials/services.

Our proposed use of the auxiliary, quick lube building at 2300 Browns Lake Dr. is automobile rental and a business office as it relates to automobile rental. Additionally, vehicles will be cleaned in the garage prior to being rented. This includes washing, vacuuming, and interior detailing. Our clientele ranges from customers of dealerships and body shops while personal cars are being repaired to business travelers and local retail needs. The maximum number of employees would be 3. This includes both full and part time employees. The hours of operation will be 7:30am – 5:30pm Monday through Friday and closed Saturday through Sunday.

Most recently, this property was used as an automotive quick lube operation. We will not be taking over the automatic car wash side of the building as this is owned by Lynch. We are proposing to take over the existing quick lube side. Enterprise is also in the automotive industry; our proposed use is more innocuous. We use environmentally friendly car cleaning chemicals and all vehicle maintenance and repairs are done at local dealerships or service shops. So, while the proposed use is very similar to the previous business, Enterprise's operation would carry far less hazardous risks to the community.



Milwaukee Ave

Milwaukee Ave

Milwaukee Ave

Browns Lake Dr

Seven Waters Trail

Lynch GM Superstore

2300 Browns Lake Drive

Lynch Body Shop

Francis Mea Senior Apart

Lynch Quick Lube Car Wash

Pittsburgh Paints & Stains - Available At Menard's

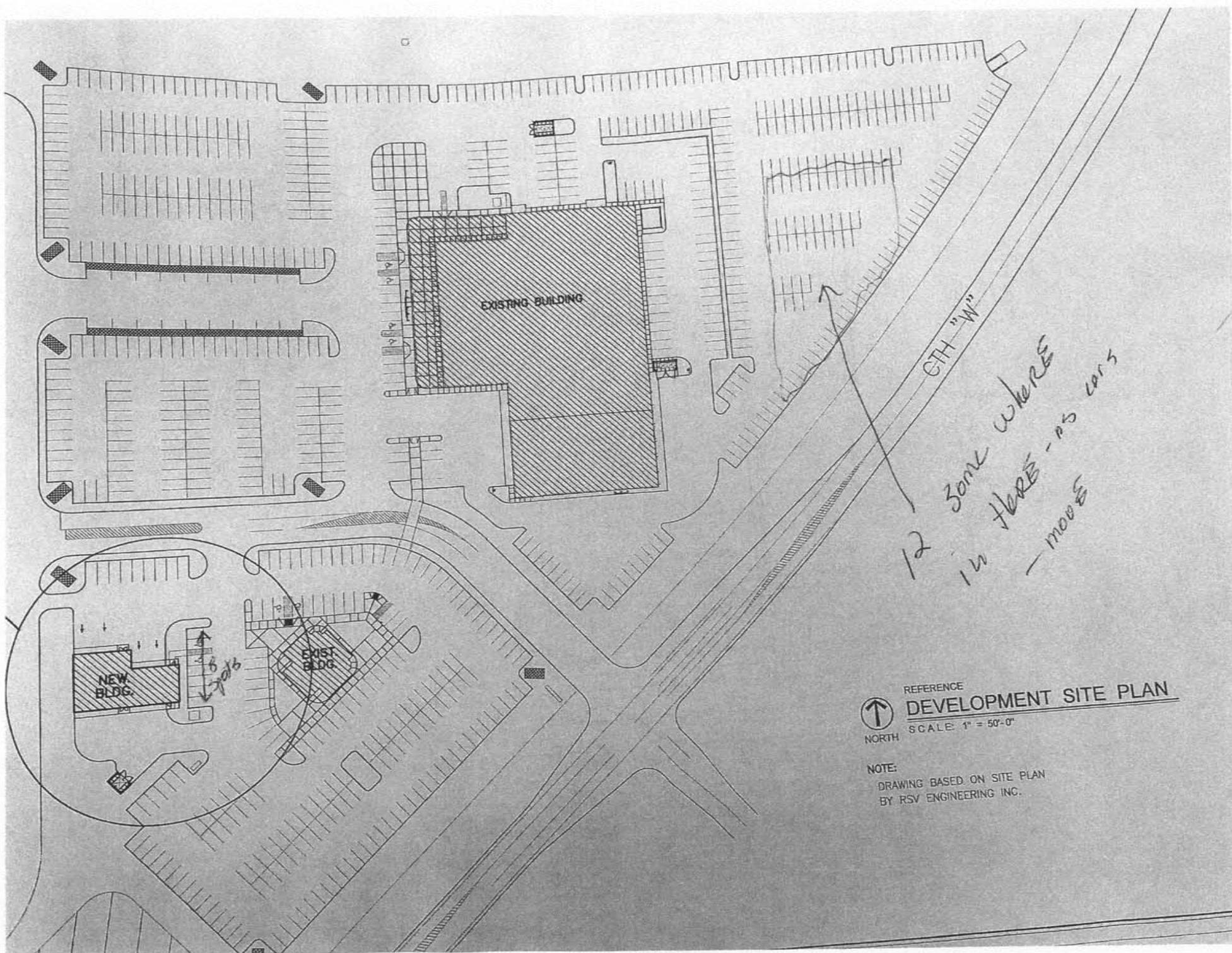
Menards

Google



Lynch Quick
Lube / Car Wash

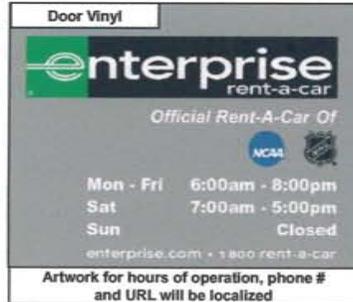
Google



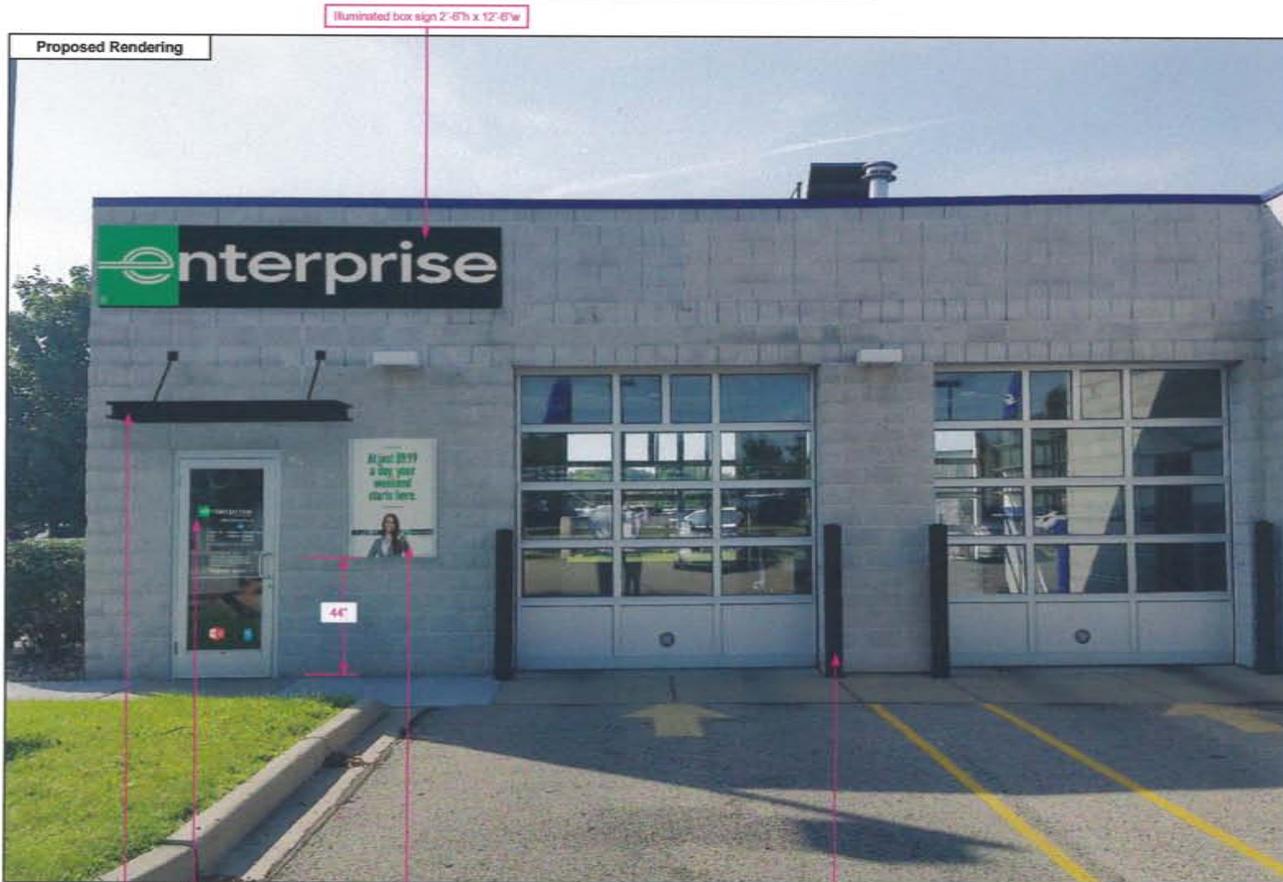
REFERENCE
DEVELOPMENT SITE PLAN
SCALE: 1" = 50'-0"



NOTE:
DRAWING BASED ON SITE PLAN
BY RSV ENGINEERING INC.



Option 1 | Front View



- Black Canopy
- Door decal
- Branch Panel
- Black

Tradedress Rendering

Date: 08/16/2016 Artist: Vega
 Group: 44 Specialist: Kogan
 Branch #: 4H Job #: H00197
 Location: Burlington, WI Type: HC

Attention: These renderings are intended to be used for conceptual Tradedress sign and site planning. They are not to be considered as construction drawings. Verification of dimensions, field conditions and local building codes is required.

In order to maintain brand consistency and integrity, for all significant tradedress upgrades please refer to the Facility and Vehicle Identification Manuals on the Operations Intranet or AdShop.

Corporate Resources are also available to help guide you on significant tradedress updates as necessary. For airport facilities consult with the Airport Facilities/Construction team or for home city locations consult your Corporate Operations team.

Specified Sherwin Williams® paints are listed below. The colors that are being recommended to complete the above rendering will be marked with a "X". Contact your local Sherwin Williams Representative for specific paint specifications and applications at 1-800-4SHERWIN.

Used	Swatch	Color	Sherwin Williams Color Name
ENTERPRISE EXTERIOR COLORS			
-		Light Beige	SW 6140 - Moderate White (Satin)
-		Dark Beige	SW 7038 - Tony Taupe (Satin)
-		Pure White	SW 7005 - Pure White (Satin)
-		Bright White	B66W300 Series, SherCryl Gloss Ultra White
-		Black	SW 6256 - Tricorn Black (building accents)
X		Black	B66B300 - Black (sign poles)
ENTERPRISE INTERIOR COLORS			
-		Light Beige	SW 6140 - Moderate White (Eggshell or Satin)
-		Light Blue	SW 6505 - Atmospheric (Eggshell or Satin)
-		Light Green	SW 1428 - Uphill (Eggshell or Satin)
-		Medium Brown	SW 7039 - Virtual Taupe (Eggshell or Satin)

Enterprise specified Tubelite paints anodized finished or equivalent for the mullions are listed below. The colors that are being recommended will be marked with a "X". Please note that this option is not applicable for every rendering.

ENTERPRISE MULLION COLORS			
-		Brushed Alum.	Tubelite Clear 2A or 20
-		Brown	Tubelite Light Amber 2K
-		Bronze	Tubelite Dark Bronze 3K
-		Black	Tubelite Black 0D

Site Location:
 2300 W. Browns Lake Drive, Burlington, WI 53105

Sign Restrictions:
 Building Sign: 51.8 sqft MAX

Proposed Box Sign Option 1: 51.25 sqft
 Proposed Box Sign Option 2: 47.53 sqft



Option 1 | Street View



Tradedress Rendering

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-		Pure White	SW 7005 - Pure White (Satin)
-		Bright White	B66W300 Series, SherCryl Gloss Ultra White
-		Black	SW 6258 - Tricorn Black (building accents)
X		Black	B66B300 - Black (sign poles)
ENTERPRISE INTERIOR COLORS			
-		Light Beige	SW 6140 - Moderate White (Eggshell or Satin)
-		Light Blue	SW 6505 - Atmospheric (Eggshell or Satin)
-		Light Green	SW 1428 - Uphill (Eggshell or Satin)
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