



**Minutes**  
**City of Burlington Plan Commission**  
**February 14, 2017, 6:30 p.m.**

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

**APPROVAL OF MINUTES**

Alderman Vos moved, and Commissioner Reesman seconded to approve the minutes of December 13, 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 Sunnyside Ventures, LLC for property located at 200 S. Pine Street to operate a child daycare for ages 0-3 years old.**

- Mayor Hefty opened the Public Hearing at 6:31 p.m.
- Tom Stelling, Stelling & Associates, stated Michael & Heidi Wiley, owners, were there to answer any questions.
- There were no further comments.

Alderman Vos moved, and Commissioner Redman seconded to close the Public Hearing at 6:32 p.m. All were in favor and the motion carried.

**OLD BUSINESS**

None

**NEW BUSINESS**

**A. Consideration to approve to the Common Council of a Conditional Use application from Michael & Heidi Wiley for property located at 200 S. Pine Street to operate a child daycare for ages 0-3 years old, subject to Graef's February 10, 2017 memorandum to the Plan Commission.**

- Mayor Hefty opened this item for discussion.

- Commissioner Tully questioned if traffic all around the drive-thru is a passable area. Mr. Stelling stated the drive-thru will be used for pick-up and drop-off for children as well as a drop-off window for laundry. Mr. Stelling also stated the drive-thru will continue all the way around. Alderman Grandi asked if the current drive-thru structures will come down. Mr. Wiley replied they will be gone to allow a more open area. Commissioner Eisenhardt inquired what the term was for the Conditional Use. Gregory Guidry, Building Inspector, commented the term is for the life of the property.
- Mr. Guidry clarified if the drive-thru window was a similar concept to Jimmy John's because if it is, a Conditional Use would need to be applied for. Mr. Stelling stated there are also parking spaces to be able to get out and drop off laundry. Carina Walters, City Administrator, stated the laundry would need a Conditional Use, but currently we are discussing the daycare.
- There were no further comments.

Alderman Vos moved, and Commissioner Eisenhardt seconded to approve a Conditional Use to operate a child daycare.

*All were in favor and the motion carried.*

**B. Consideration to approve a Site Plan application for property located at 200 S. Pine Street to use the building for two businesses; a coin laundry and a child daycare for ages 0-3 years old, subject to Graef's February 10, 2017 and Kapur's January 31, 2017 memorandums to the Plan Commission.**

- Mayor Hefty opened this item for discussion.
- Tanya Fonseca, Graef, stated some of the parking areas were waived, but suggests permission from the surrounding property owners to allow the use of their parking lots. Mr. Stelling stated the owners wanted the Conditional Use approval for the daycare before getting too involved with the parking and lighting plans. Commissioner Eisenhardt asked if the entrance to the daycare is off of Pine Street. Mr. Stelling answered no, the children get dropped off in an enclosed area and then go up the lawn on a sidewalk path which is fenced in. Mr. Wiley stated the drive-thru is for convenience.
- Ms. Fonseca stated the owners should consider a parcel consolidation.
- Commissioner Eisenhardt asked if the exterior will change in looks. Mr. Stelling replied no and that this building is within three years of being a historical building.
- There were no further comments.

Commissioner Tully moved, and Alderman Grandi seconded to approve a Conditional Use to use the building for two businesses; a coin laundry and a child daycare.

*All were in favor and the motion carried.*

**C. Consideration to approve an extension to a Conditional Use Permit application for one year Cretex Materials, Inc. for property located at 500 W. Market Street.**

- Mayor Hefty recused herself from this item, because she had to attend another meeting. Commissioner Reesman recused himself from this item.
- Alderman Vos opened this item for discussion.
- Paul Thomsen, 5000 Thomsen Road, stated that no aerial photos have been taken in years and clear cutting of trees have been removed out of the buffer zone where it should not have. Mr. Guidry stated he sent Carl Beck, the owner of Cretex, a list of items that should be updated such as future plans, aerial photos, stormwater and elevations to name a few.
- Ms. Walters recommended to the Commissioners to wait until next month when Mr. Guidry would have time to go over the list with Mr. Beck and possibly give him 30 days to correct a few items. Commissioner Tully verified that Mr. Beck received the report for corrections that Mr. Guidry prepared. Alderman Grandi inquired why the trees in the buffer zone were removed. Mr. Guidry stated the access road can only go across the buffer zone and not through it. Mr. Thomsen stated restoration has been done in Phase I and Phase II.
- There were no further comments.

Commissioner Eisenhardt moved, and Alderman Grandi seconded to table the one year extension for the Conditional Use Permit until next month Plan Commission meeting.

*All were in favor and the motion carried.*

**ADJOURNMENT**

Alderman Grandi moved, and Commissioner Redman seconded to adjourn the meeting at 7:00 p.m. *All were in favor and the motion carried.*

Recording Secretary  
Kristine Anderson  
Administrative Assistant