



**Minutes
City of Burlington Plan Commission
Police Dept. Courtroom
February 8, 2011, 6:30 p.m.**

Mayor Robert Miller called the Plan Commission meeting to order this Tuesday evening at 6:30 p.m. Roll call: Alderman Robert Prailes; Commissioners Chris Reesman, John Lynch, and Michael Deans and Student Representative Andrew Krismer were present. Commissioner Darrel Eisenhardt and Student Representative Sarah Strong were excused. Aldermen Tom Vos and Town of Burlington Representative Phil Peterson were absent. Also present were City Administrator Kevin Lahner and Zoning Administrator Patrick Scherrer.

APPROVAL OF MINUTES

Commissioner Lynch moved and Alderman Prailes seconded to approve the minutes of January 11, 2011. All were in favor and the motion carried.

CITIZEN COMMENTS

None

LETTERS & COMMUNICATIONS

None

PUBLIC HEARINGS

A. A Public Hearing to hear public comments regarding a Conditional Use Application from Logan and Barbara Kaplon for property located at 217-219 E. Market Street to convert the dwelling to a single-family residence.

- Mayor Miller opened the public hearing at 6:34 p.m.
- There were no comments. Alderman Prailes moved and Commissioner Reesman seconded to close the Public Hearing at 6:35 p.m. All were in favor and the motion carried.

OLD BUSINESS

None.

NEW BUSINESS

A. Consideration to approve a Conditional Use Permit Application and Site Plan from Logan and Barbara Kaplon for property located at 217-219 E. Market Street to use the existing two-family dwelling as a single-family residence.

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

Commissioner Lynch moved and Commissioner Deans seconded to approve a Conditional Use and Site Plan Application for 217-219 E. Market Street, subject to Patrick Meehan's January 24, 2011 memorandum to the Plan Commission.

B. Consideration to recommend Ordinance 1922(25) to the Common Council to create Section 315-64Q titled "Off-Premise Signs" under "Exceptions" for required sign permits in the Municipal Code.

- Mayor Miller opened this issue for discussion.
- Commissioner Lynch questioned if this ordinance was written specifically for the parking lot on Bridge Street or if it can be applied to other areas in the city. Administrator Lahner stated it is city-wide and can be applied to similar situations where there is an off-premise parking lot for a business.
- Commissioner Lynch questioned if this ordinance would require a sign permit applicant to get Plan Commission approval. Lahner responded it would allow the Building Inspector to approve the sign permit like other permits.
- There were no further comments.

Alderman Prailes moved and Commissioner Reesman seconded to recommend approval of Ordinance 1922(25).

All in favor and the motion carried.

ADJOURNMENT

Commissioner Lynch moved and Commissioner Deans seconded to adjourn the meeting at 6:40 p.m.
All were in favor and the motion carried.

Recording Secretary
Megan E. Johnson
Assistant to the City Administrator