

**Minutes**  
**City of Burlington Special Plan Commission**  
**Police Dept. Courtroom**  
**January 27, 2009, 5:30 p.m.**

Mayor Miller called the Plan Commission meeting to order this Tuesday evening at 5:30 p.m. followed by roll call: Aldermen Tom Vos and Steve Rauch; Commissioners John Lynch, Darrel Eisenhardt, Bob Henney and Burlington High School Representative Ashley Kennedy were present. Commissioner Bob Schulte and Catholic Central High School Representative Lauren Celano were excused. Town of Burlington Representative Phil Peterson was absent. Also present were: City Administrator Kevin Lahner, City Planner Patrick Meehan and Building Inspector/Zoning Administrator Patrick Scherrer.

**CITIZEN COMMENTS**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**A. Consideration to approve a Site Plan application from Medspeed, LLC for property located 317 W. Market Street to use the existing building for medical material logistics and transportation.**

- Mayor Miller opened this issue for discussion.
- Patrick Meehan stated that his memorandum had a clerical error, page 4, Item b should state an Intensity Factor of Two not Three.
- Administrator Lahner informed the commission that although Meehan recommends a fence on the site, staff feels it is not needed because of the neighboring building wall, rather include trees and scrubs for bufferyard purposes. Patrick Meehan stated he feels this would be acceptable as long as the commission approves and landscaping is added to the northwest side of the property.
- Alderman Vos stated he is concerned with placing landscaping on that portion of the property as it is near a parking lot where winter snow plowing could potentially kill the plants. He also questioned if the landscaping would be required to be maintained. Patrick Scherrer stated yes, it would need to be maintained by the owners.
- Commissioner Henney questioned if the vehicles for the business would be parked in the lot overnight. Mayor Miller stated that yes, they would be parked overnight and on weekends and gone during work hours.
- Commissioner Henney questioned if this could create a conflict for parking for the adjacent building. Patrick Scherrer and Patrick Meehan both stated it could.
- Commissioner Henney questioned if vehicle maintenance will be done on the site. Wes Cranton, Vice President of Medspeed, stated it would be done off-site. Mr. Cranton further

explained that parking will be piggy-backed between the employee's personal vehicles and the work vehicles, which is common practice for the business.

- Mayor Miller questioned if there will be any storage in the building. Mr. Cranton stated it would only be for a couple of hours, nothing long term. Mayor Miller further questioned if there will be biohazardous materials stored in the building overnight. Mr. Cranton stated there would not.
- There were no further comments.

Commissioner Lynch moved and Alderman Vos seconded to approve a Site Plan Application for property located at 317 W. Market Street, subject to Patrick Meehan's January 15, 2009 memorandum to the Plan Commission which states:

- Under the provisions of Section 315-48(J) of the City Zoning ordinance, Meehan & Company, Inc. recommends that the Plan Commission allow the proposed warehousing use to provide the proposed ten (10), existing, outdoor, off-street parking spaces rather than the 18 required by Section 315-481, Table 5 of the Zoning Ordinance provided that additional company-owned vehicle parking be provided in the building should an overflow parking situation occur.
- Installation of the required landscape bufferyard of an intensity factor of 2, as set forth in Table 10 of the City Zoning Ordinance.
- A Landscape Plan shall be submitted for the required bufferyard. This Landscape Plan may be indicated on the face of a revised Site Plan submitted to the City.
- A catalog page, cut sheet, or photograph of the luminaire including the mounting method, a graphic depiction of the luminaire lamp (or bulb) concealment, and graphic depiction of light cut-off angles shall be submitted to the City.
- A photometric data test report of the proposed luminaire graphically showing the lighting distribution in all angles vertically and horizontally around the luminaire shall be submitted to the City.
- A plot plan, drawn to a recognized engineering or architectural scale, indicating the location of the luminaire(s) proposed, mounting and/or installation height in feet, the overall illumination levels (in footcandles) and lighting uniformities on the site, and the illumination levels (in footcandles) at the property boundary lines shall be submitted to the City. This may be accomplished by means of an isolux curve or computer printout projecting the illumination levels.
- Exterior lighting in the M-1 District shall be limited to total cut-off type luminaires (with angle greater than 90 degrees). The maximum permitted illumination shall be two (2) footcandles (as measured at the property line). The maximum permitted luminaire height shall be 30 feet as measured from surrounding grade to the bottom of the luminaire.
- The site size needs to be indicated on a revised Site Plan.

- That, if deemed necessary by the City's Engineer, that a grading plan or other indication of proposed topography will be submitted along with a stormwater management plan and calculations.
- The height of the existing building (in feet and stories) needs to be indicated on a revised Site Plan.

Roll Call Ayes: Vos, Rauch, Eisenhardt, Lynch and Henney. Nays: None Motion carried 5-0.

**OTHER MATTERS**

None.

**ADJOURNMENT**

Alderman Rauch moved and Commissioner Henney seconded to adjourn the meeting at 5:43 p.m. All were in favor and the motion carried.

Recording Secretary  
Megan E. Johnson  
Assistant to the City Administrator