

**Minutes**  
**City of Burlington Plan Commission**  
**Police Dept. Courtroom**  
**February 10, 2009, 6:30 p.m.**

Mayor Miller called the Plan Commission meeting to order this Tuesday evening at 6:30 p.m. followed by roll call: Aldermen Tom Vos and Steve Rauch; Commissioners John Lynch, Darrel Eisenhardt and Bob Henney. Catholic Central High School Representative Lauren Celano and Burlington High School Representative Ashley Kennedy were present. Commissioner Bob Schulte was excused. Town of Burlington Representative Phil Peterson was absent. Also present were: City Administrator Kevin Lahner, Building Inspector/Zoning Administrator Patrick Scherrer and Alderman Katie Simenson.

**APPROVAL OF MINUTES**

Commissioner Lynch moved and Alderman Vos seconded to approve the minutes of January 13, 2009 and January 27, 2009. All were in favor and the motion carried.

**CITIZEN COMMENTS**

None.

**PUBLIC HEARINGS**

None.

**OLD BUSINESS**

**A. Consideration to approve a Complete Sign Package for a Planned Unit Development from Graphic House, Inc. on behalf of Pick & Save for property located at 1008 Milwaukee Avenue to install exterior signage.**

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

Commissioner Eisenhardt moved and Commissioner Lynch seconded to approve a Complete Sign Package for 1008 Milwaukee Avenue, subject to Kapur & Associate's January 5, 2009 and Patrick Meehan's December 29, 2008 memorandums to the Plan Commission which state:

- The applicant must submit to the City for City staff review prior to the issuance of a Sign Permit for said wall signage, a revised "Building Elevation (indicating two wall signs: "Pick 'n Save" and "Pharmacy") dated 9/18/08 as prepared by Graphic House which indicates total wall signage not exceeding a total of 200 square feet.
- As additional phases of the total PUD development are advanced, additional signage plans for each phase will need to be brought before the City following the PUD processes outlined in the City Zoning Ordinance.
- The location for the monument sign near the main entrance does not meet city vision clearance. The sign should be relocated to a position that has a minimum right-of-way. (Vision clearance follows Burlington City Zoning Ordinance Section 315-46(B)).

All in favor and the motion carried.

**NEW BUSINESS**

**A. Consideration to recommend approval to the Common Council of an Extraterritorial Final Plat for Vieterhof East Subdivision located in the Town of Burlington.**

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

Alderman Vos moved and Alderman Rauch seconded to approve an ETZ Final Plat for Vieterhof East Subdivision, subject to Kapur & Associate's February 2, 2009 and Patrick Meehan's January 30, 2009 memorandums to the Plan Commission which state:

- City approval subject to approval of the Final Plat by Town of Burlington and Racine County.

All in favor and the motion carried.

**B. Consideration to recommend approval to the Common Council of an Extraterritorial Final Plat for Vieterhof West Subdivision located in the Town of Lyons.**

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

Commissioner Lynch moved and Alderman Rauch seconded to approve an ETZ Final Plat for Vieterhof West Subdivision, subject to Kapur & Associate's February 2, 2009 and Patrick Meehan's January 30, 2009 memorandums to the Plan Commission which state:

- City approval subject to approval of the Final Plat by Town of Lyons and Walworth County.

All in favor and the motion carried.

**C. Consideration to recommend an extension to the Conditional Use Permit (CUP) for Menards, located at 2100 Milwaukee Avenue, originally issued on January 26, 2007.**

- Mayor Miller opened this issue for discussion.
- Commissioner Lynch questioned if there have been any issues with Menards since the last review. Patrick Scherrer stated there was an issue with trailers for sale in the parking lot last summer however that problem was resolved quickly.
- Commissioner Lynch stated he did not see a problem with extending the C.U.P. to three years.
- Alderman Rauch questioned if Mr. Scherrer reviews the C.U.P. annually. Pat Scherrer stated it is not required to be reviewed yearly; however the C.U.P. can be enforced at any time for compliance.

- Mayor Miller questioned if problems arise prior to the three-year review point, could the C.U.P. be brought back before the commission for further review. Pat Scherrer stated yes it could.
- There were no further comments.

Commissioner Lynch moved and Alderman Vos seconded to approve a three-year extension to the Conditional Use Permit for Menards.

All in favor and the motion carried.

#### **D. Discussions regarding updating the Official Map for 2009.**

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

#### **OTHER MATTERS**

- Alderman Vos stated his concern with the Town of Burlington representative Phil Peterson being absent from the last few meetings. He questioned if a city representative is attending the town meetings. Mayor Miller stated he would look into it.

#### **ADJOURNMENT**

Alderman Vos moved and Commissioner Henney seconded to adjourn the meeting at 6:47 p.m. All were in favor and the motion carried.

Recording Secretary  
Megan E. Johnson  
Assistant to the City Administrator