



Minutes
City of Burlington Plan Commission
November 13, 2018, 6:30 p.m.

Mayor Jeannie Hefty called the Plan Commission meeting to order at 6:30 p.m. Roll call: Commissioners Chad Redman; Andy Tully; John Ekes; and Art Gardner were present. Aldermen Tom Preusker and Bob Grandi were excused. Student Representative Thomas Martin was present. Student Representative Ryan Stankus was absent.

APPROVAL OF MINUTES

Commissioner Redman moved, and Commissioner Ekes seconded to approve the minutes of October 9, 2018. All were in favor and the motion carried.

Commissioner Gardner commented on the minutes, that at the last meeting he questioned how long it would take from start to finish for a comprehensive plan to go into effect. Carina Walters, City Administrator, responded Council had a discussion to allocate funds for a comprehensive plan. Commissioner Gardner stated he wanted to make sure that it was still on the radar.

LETTERS & COMMUNICATIONS

None

CITIZEN COMMENTS

None

OLD BUSINESS

None

NEW BUSINESS

- A. Public Hearing to hear public comments regarding a Conditional Use application from Chantelle Archambeau and Daniel Wilburth for property located at 541 N. Pine Street, to allow for a short-term rental/bed and breakfast in a one bedroom apartment.**

- Mayor Hefty opened the Public Hearing at 6:33 p.m.
- There were no comments.

Commissioner Ekes moved, and Commissioner Tully seconded to close the Public Hearing at 6:35 p.m.

All were in favor and the motion carried.

- B. Consideration to approve a Conditional Use application from Chantelle Archambeau and Daniel Wilburth for property located at 541 N. Pine Street to allow for a short-term rental/bed and breakfast in a one bedroom apartment, subject to Graef's and the Burlington Fire Department's memorandums to the Plan Commission.**

- Mayor Hefty opened this item for discussion.
- Tanya Fonesca, Graef, stated the applicant is proposing for a one bedroom unit upstairs, which would require fire suppression, since it is a change of use. Chantelle Archambeau, owner, explained she looked at the fire codes and could not find anywhere that it mandates to have it, unless it is over 6,000 square feet. This is a 700 square foot short-term rental. There are already fire alarms, carbon monoxide detectors, and fire ladders. Megan Watkins, Assistant City Administrator/Zoning Administrator, stated Wes Miner, Fire Inspector, had an email regarding this change, which was rejected and did not hear back from the applicant. Commissioner Tully asked what constitutes a short-term rental verses a long-term rental. Daniel Wilburth, owner, replied they were targeting the wedding venues in the area. Ms. Archambeau stated the City staff said it was required to get the Conditional Use, but the State says a license is required for the R-1, Transit, (which is a stay for less than 30 days), which Ms. Archambeau stated they will get.
- Mayor Hefty asked if they own the whole building and what is downstairs. Ms. Archambeau answered there will be hand-made goods and an antique store downstairs, plus a kitchen, bathroom, and living room upstairs for the one bedroom apartment.
- Tom Stelling, Stelling & Associates, explained when you have a single bedroom apartment and the building is considered commercial under the State Uniform Dwelling Code (because it is less than 3 units), and turn it into a commercial venture it turns it uses the hotel code. This is the change of use that Mr. Miner is most likely referring to.

Alderman Tom Preusker arrived at 6:45 pm.

- Carina Walters, City Administrator, commented that this is similar to what 164 E. Washington Street, Jivilee, wanted to do, and also needed the fire suppression. Ms. Walters recommended one option would be to table this item and have the applicant discuss with the Mr. Miner the fire codes. Ms. Archambeau questioned if they could sublet to one renter. Ms. Walters responded the decision should not be made quickly.
- There were no further comments.

Commissioner Ekes moved, and Commissioner Gardner seconded to table the Conditional Use to allow the applicant to have a meeting with the fire department.

All were in favor and the motion carried.

C. Consideration to approve a Site Plan application from Matt Daniels for property located at 625 S. Browns Lake Drive, to construct a garage, subject to Graef's, Kapur & Associates', and the Burlington Fire Departments' memorandums to the Plan Commission.

- Mayor Hefty opened this item for discussion.
- Ms. Fonesca explained the 1,600 square foot garage has no impact on any buffer or landscaping area.

- Tom Stelling, Stelling & Associates, stated the parking lot is well lit, so there are no plans for lighting. Mr. Stelling further stated the setbacks and landscaping fell within the requirements.
- There were no further comments.

Alderman Preusker moved, and Commissioner Ekes seconded to approve the Site Plan for the garage.

All were in favor and the motion carried.

D. Consideration to approve a Site Plan application from Brian Sippel of Lynch & Associates for property located at 400 McCanna Parkway, to construct a greenhouse, subject to Graef's memorandum to the Plan Commission.

- Mayor Hefty opened this item for discussion.
- Ms. Fonesca explained the greenhouse will be a separate facility built on school property for academic learning. There will be an asphalt path connecting to any existing asphalt.
- Daniel Bocoock, representative, explained a fund raiser was started, but the school wanted something larger in the sport complex that would have courses available.
- Commissioner Redman asked if the path was ADA accessible. Carina Walters, City Administrator, asked if there was approval from the State. Mr. Bocoock replied yes, the path is ADA accessible and they have State approval. Commissioner Tully questioned if there was enough space to add on in the future. Mr. Bocoock answered yes, but wanted to see how well students liked it first. Commissioner Redman stated there will be water and electric, but asked if there will be gas running to it. Mr. Bocoock replied no, there will be electric heaters.
- There were no further comments.

Commissioner Ekes moved, and Alderman Preusker seconded to approve the Site Plan for the greenhouse.

All were in favor and the motion carried.

ADJOURNMENT

Commissioner Tully moved, and Commissioner Ekes seconded to adjourn the meeting at 6:57 p.m.

All were in favor and the motion carried.

Recording Secretary
Kristine Anderson
Administrative Assistant