



Minutes
City of Burlington Plan Commission
March 12, 2019, 6:30 p.m.

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

APPROVAL OF MINUTES

Commissioner Erickson moved, and Commissioner Redman seconded to approve the minutes of February 12, 2019. All were in favor and the motion carried.

LETTERS & COMMUNICATIONS

None

CITIZEN COMMENTS

None

OLD BUSINESS

None

NEW BUSINESS

A. Consideration to recommend approval to the Common Council of a Rezone Map Amendment application from Debra Tupy for property located at 157 S. Pine Street to rezone the property from B-2, Central Business District to Rd-2, Two-Family Residential District, subject to Graef's memorandum to the Plan Commission.

- Mayor Hefty opened this item for discussion.
- Tanya Fonesca, Graef, stated the applicants are requesting a few different processes; Rezone, Conditional Use, and Site Plan in order to use the bottom floor for residential. Ms. Fonesca explained it had previously been a business and a rezone is required to have multi-family housing.
- Commissioner Gardner stated he would like to discuss all the topics together before deciding on the approval of a rezone. Commissioner Gardner questioned if there was a plan to accommodate the parking lot and square footage. Ms. Fonesca answered the only parking not available is for the visitors, however, there is sufficient parking on the street, and not much can be done with the lot dimensions. Alderman Preusker stated he would like to see the lot size requirement be met, but understands this needs to be rezoned in order to use their property for residential. Debra Tupy, owner, responded the garage would be demolished to make eight extra parking spaces. Commissioner Ekes asked if a driveway was needed off of

N. Pine Street. Ms. Fonesca replied since there is access to the parking lot by the alley, a driveway is not necessary.

- There were no further comments.

Alderman Preusker moved, and Commissioner Ekes seconded to recommend approval of a Rezone Map Amendment.

All were in favor and the motion carried.

B. Public Hearing to hear public comments regarding a Conditional Use application from Debra Tupy for property located at 157 S. Pine Street in order to use the property for multi-family housing.

- Mayor Hefty opened the Public Hearing at 6:40 p.m.
- There were no comments.

Commissioner Redman moved, and Commissioner Ekes seconded to close the Public Hearing at 6:41 p.m.

All were in favor and the motion carried.

C. Consideration to approve a Conditional Use and Site Plan application from Debra Tupy for property located at 157 S. Pine Street to allow for a four-unit residence, subject to Graef's and Fire Department's memorandums to the Plan Commission.

- Mayor Hefty opened this item for discussion.
- There were no comments.

Alderman Preusker moved, and Commissioner Gardner seconded to approve the Conditional Use and Site Plan.

All were in favor and the motion carried.

D. Consideration to recommend approval to the Common Council of an annexation from Gary and Heather Kellermeier for property located at 1063 Spring Valley Road in the Town of Burlington, to have access to municipal water and sewer for their residence.

- Mayor Hefty opened this item for discussion.
- Megan Watkins, Assistant City Administrator/Zoning Administrator, explained this property is across from the Aurora facility on Spring Valley Road which is zoned R-2, Single-Family Residential, and would like to gain access to municipal water and sewer. Commissioner Redman asked if the square footage for the barn and house were appropriate. Ms. Fonesca,

replied this the barn and house are grandfathered in, so there are no restrictions for the square footage.

- There were no further comments.

Commissioner Redman moved, and Commissioner Ekes seconded to recommend approval for an annexation.

All were in favor and the motion carried.

E. Consideration to approve a Site Plan application from Jason Riehle for property located at 1456 S. Pine Street for new storage units, Phase II, subject to Graef's, Kapur & Associates', and Fire Department's memorandums to the Plan Commission.

- Mayor Hefty opened this item for discussion.
- Ms. Fonesca explained Phase I had been approved, but the plans for Phase II had a slight change from the original submittal. Ms. Fonesca also stated changes were the reduction of the square footage, thus causing the storm-water to be reduced.
- There were no further comments.

Commissioner Ekes moved, and Commissioner Redman seconded to approve the Site Plan.

All were in favor and the motion carried.

F. Consideration to approve a Site Plan application from Cross Lutheran Church for property located at 126 Chapel Terrace for a parking lot expansion, subject to Graef's, Kapur & Associates', and Fire Department's memorandums to the Plan Commission.

- Mayor Hefty opened this item for discussion.
- Ms. Fonesca explained the parking lot will need to be reconfigured to accommodate for ADA accessible parking, and an upgrade of landscaping will be provided around the parking lot.
- Joshua Kuehn, representative, explained the church is seeking eleven additional parking spaces, but had to meet the land disturbance requirements in order to plant grass where the parking lot is being removed. However, the church is in a financial situation. Mr. Kuehn asked if the City would allow them remove some parking spaces in the back of the church, since that location is hidden and plant grass. The intention is to move the parking spaces to the front and east of the church instead of the back.
- The Commissioners clarified that the applicant was seeking to revise the Site Plan, such as proposing less parking stalls. The Commissioners further discussed that by removing the existing pavement it would create a land disturbance, which would require approval for storm-water management through the DNR.

- Carina Walters, City Administrator, commented that an option would be to table this topic, which would allow time to contact the DNR to see legally what the City can or cannot do. Brent Whiteside, representative, stated they would like to have approval for the submitted Site Plan and if things are approved through the DNR then they will reapply for the change.
- There were no further comments.

Alderman Preusker moved, and Commissioner Gardner seconded to approve the Site Plan as presented on the submitted plans.

All were in favor and the motion carried.

ADJOURNMENT

Alderman Preusker moved, and Commissioner Redman seconded to adjourn the meeting at 7:17 p.m.

All were in favor and the motion carried.

Recording Secretary
Kristine Anderson
Administrative Assistant