



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

Mayor Jeannie Hefty called the Plan Commission meeting to order at 6:30 p.m. Roll call: Aldermen Tom Preusker and Bob Grandi; Commissioners Chad Redman; Andy Tully; and Art Gardner were present. Commissioner John Ekes was excused. Also present were Assistant City Administrator/Zoning Administrator Megan Watkins and City Planner Tonya Fonseca.

APPROVAL OF MINUTES

Commissioner Redman moved, and Alderman Grandi seconded to approve the minutes of August 13, 2019. All were in favor and the motion carried.

LETTERS & COMMUNICATIONS

None

CITIZEN COMMENTS

None

OLD BUSINESS

None

NEW BUSINESS

A. Public Hearing to hear public comments regarding a Conditional Use application from Sharon Johanesen for property located at 496 S. Pine Street to use as a metal machining and fabrication business.

- Mayor Hefty opened the Public Hearing at 6:31 p.m.
- There were no comments.

Alderman Grandi moved, and Commissioner Tully seconded to close the Public Hearing at 6:32 p.m.

All were in favor and the motion carried.

B. Consideration to approve a Conditional Use and Site Plan application from Precision Parts and Fabrication, LLC for property located at 496 S. Pine Street to use as a metal machining and fabrication business, subject to Graef's and Burlington Fire Department's memorandums to the Plan Commission.

- Mayor Hefty opened this item for discussion.
- Tonya Fonseca, Graef, advised the commission this Conditional Use is for a business already in operation, and as part of the City audit, they were revisiting some areas to ensure proper

uses and zonings applied. Ms. Fonseca noted this was a straight forward use, as the business owners were not looking to make any changes to the structure. Fonseca advised as the City is looking to enhance the corridor they want to work with the business to entertain some options for the parking lot exterior area. Fonseca advised the recommendation would be for some parking lot striping and some landscaping requirements.

- There were no further comments.

Alderman Preusker moved, and Commissioner Gardner seconded to approve the Conditional Use and Site Plan contingent to the November 5, 2019 Graef's and Burlington Fire Department's memorandums to the Plan Commission.

All were in favor and the motion carried.

C. Consideration to approve a Site Plan application from Echo Lake Foods for property located at 316 W. Grove Street to construct a 450 square foot switchgear building, subject to Graef's, Kapur & Associates', and Burlington Fire Department's memorandums to the Plan Commission.

- Mayor Hefty opened this item for discussion.
- Ms. Fonseca advised this is a small square footage masonry building allowable in the M-4 District.
- Alderman Grandi questioned why Echo Lake Foods was constructing such a small building on such a large piece of impervious surface. Representative for Echo Lake Foods advised there were three pieces of electrical equipment that go with this building including the main switchgear (primary feed), and the transformers which feed the inside of the building.
- There were no further comments.

Commissioner Redman moved, and Alderman Preusker seconded to approve the Site Plan application from Echo Lake Foods for property located at 316 W. Grove Street to construct a 450 square foot switchgear building, subject to Graef's, Kapur & Associates', and Burlington Fire Department's memorandums to the Plan Commission

All were in favor and the motion carried.

D. Consideration to recommend approval to the Common Council of a Rezone map Amendment application from David Stauffacher for property located at 416 E. Jefferson 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.

- Ms. Fonseca explained this rezoning is consistent with the surrounding properties. The use of the property as residential falls under the conditional use section of this zoning, which would better suit the needs of the owner, as he wishes to sell the property as such in the future.
- There were no further comments.

Commissioner Tully moved, and Alderman Grandi seconded to recommend approval to the Common Council of a Rezone map Amendment application from David Stauffacher for property located at 416 E. Jefferson 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.

All were in favor and the motion carried.

E. Consideration to approve a variance to Ch. 315-27C, pursuant Wisconsin Statutes 62.23(7)(e)(1), for Jeremy and Yvonne Bauman to use the vacant parcel at 216 N. Pine Street as a private parking lot.

- Mayor Hefty opened this item for discussion.
- Megan Watkins, Assistant City Administrator/Zoning Administrator, advised the commission the lot has been vacant for nearly a decade with the previous owner demolishing the two existing buildings on the property in 2006. Watkins stated in August of 2019 she was contacted by Yvonne Bauman, co-owner of Bubba's Brickyard, expressing interest in purchasing the property for the use of a parking lot. At that time, Watkins advised Bauman via email that the lot in its current state could not be used as a parking lot, since there was no primary structure located on it. Shortly after this correspondence, Jeremy & Yvonne Bauman purchased the lot in October of 2019. Cars began parking on it forcing the City to issue a Notice of Violation to the Bauman's, providing them 30 days to cease parking. On October 31, 2019, the Bauman's sent a letter to the City appealing the violation and requesting a variance to allow for a parking lot without a primary structure, and to allow parking on the lot until further improvements could be made.
- City Attorney John Bjelajac advised the commission this variance request before them tonight was a policy decision. He further advised that the commission had the power under the Wisconsin State Statutes to grant the variance with parameters/requirements as they see fit.
- Alderman Preusker expressed his desire to work with the Bauman's to make this parking lot project viable by potentially allowing them to park in the lot through the winter, but requiring plans to be provided, as well as the Bauman's meeting all City codes and standards by an agreed upon date in 2020.
- Commissioner Gardner agreed with Alderman Preusker, adding he felt there needed to be a timeline for the project, as well as a means of holding the Bauman's accountable if requirements were not completed.

- Alderman Grandi was in an agreement to grant the variance allowing the use of the parking lot, contingent upon the lot being asphalted, and meeting all City codes & requirements. However, Alderman Grandi was not in favor of the Bauman's being allowed to park cars in the lot as it currently sits, due to the fact, that it does not show consistency with similar properties in the City. Mayor Hefty advised the commission there had been recent development discussions with the owners of the other vacant lot in the City behind the Coffee House. Hefty noted the owners of that lot requested the City put up no parking signage to discourage people from parking there.
- Commissioner Tully stated he felt the business has a need for the lot, and not allow them to park there until it has asphalted seems like a long time.
- Commissioner Redman agreed with other commissioners that by not allowing the use of the parking lot until asphalted could potentially be an extensive amount of time. On the other hand, Redman was concerned with the potential mess on the streets that could result from use during the winter.
- Jeremy & Yvonne Bauman were present at the meeting and advised the commission of their intentions to clean up the lot to make it viable for use now, as well as for the future when the lot is asphalted.
- Several commissioners suggested the Bauman's meet with City staff, as well as Fonseca, to go over the City's requirements for development of the property, and the Bauman's intentions for the property.
- There were no further comments.

Commissioner Gardner moved, and Commissioner Redman seconded to approve a temporary variance to Ch. 315-27C, pursuant Wisconsin Statutes 62.23(7)(e)(1), for Jeremy and Yvonne Bauman to use the vacant parcel at 216 N. Pine Street as a private parking lot in its current state, contingent upon the submittal of a Site Plan that meets all City requirements submitted to the Plan Commission for the March 10, 2020 meeting.

All were in favor and the motion carried.

ADJOURNMENT

Commissioner Tully moved, and Alderman Preusker seconded to adjourn the meeting at 7:10 p.m.

All were in favor and the motion carried.

Recording Secretary

Angela Hansen
Administrative Assistant