



Minutes
City of Burlington Plan Commission
April 14, 2020, 6:30 p.m.

Mayor Jeannie Hefty called the Plan Commission meeting to order at 6:30 p.m. through Zoom Meetings. Roll call: Aldermen Tom Preusker and Bob Grandi; Commissioners Andy Tully, Chad Redman, John Ekes and Art Gardner were present. Student Representative Mattea Chamberlin excused. Also in attendance, Megan Watkins, Assistant City Administrator/Zoning Administrator; Attorney John Bjelajac; Greg Governatori, Kapur & Associates; and Tanya Fonseca, Graef.

APPROVAL OF MINUTES

Alderman Grandi moved, and Commissioner Ekes seconded to approve the minutes of February 11, 2020.

Roll call vote: Aye-6. Nay-0. Aldermen Preusker and Grandi; Commissioners Tully; Redman; Ekes; and Gardner. Motion carried.

LETTERS & COMMUNICATIONS

None

CITIZEN COMMENTS

None

OLD BUSINESS

A. Consideration to recommend approval to the Common Council of a Certified Survey Map Amendment application from Davel Engineering & Environmental on behalf of the Franciscan Friars for property located at 2457 Browns Lake Drive to subdivide one parcel into three parcels, subject to Graef's and Kapur & Associates' memorandums to the Plan Commission. This item was tabled at the January 14, 2020 meeting.

- Mayor Hefty opened this item for discussion.
- Tanya Fonseca, Graef, explained the Certified Survey Map meets the requirements. However, only the zoning required correction for the use of the lot.
- There were no further comments.

Alderman Preusker moved, and Commissioner Gardner seconded to approve a Certified Survey Map Amendment for 2457 Browns Lake Drive.

Roll call vote: Aye-6, Nay-0 Aldermen Preusker and Grandi; Commissioners Redman; Tully; Ekes; and Gardner. Motion carried.

B. Consideration to recommend approval to the Common Council of a Rezone Map Amendment application from Davel Engineering & Environmental on behalf of the Franciscan Friars for property located at 2457 Browns Lake Drive, to rezone Lot 1 and Lot 2 from I-1, Institutional District and Rm-3, Low Density Multiple-Family Residential District to Rm-2, Multiple-Family Residential district, subject to Graef's memorandum to the Plan Commission. This item was tabled at the January 14, 2020 meeting.

- Mayor Hefty opened this item for discussion.
- Ms. Fonseca explained at the January 14, 2020 meeting the zoning for future uses on this lot did not match current needs, and required correction. Ms. Fonseca stated rezoning Lot 1 and Lot 2 to Rm-2 complies with the uses, but Lot 3 will remain the same.
- There were no further comments.

Commissioner Tully moved, and Alderman Grandi seconded to approve a rezone for 2457 Browns Lake Drive.

Roll call vote: Aye-6, Nay-0 Aldermen Preusker and Grandi; Commissioners Redman; Tully; Ekes; and Gardner. Motion carried.

C. Consideration to approve an extension to the Site Plan at 126 Chapel Terrace with possible variances to the landscaping and lighting requirements pursuant Wisc. Statutes 62.23(7)(e)(1).

- Mayor Hefty opened this item for discussion.
- Ms. Fonseca explained when the Site Plan was presented March 12, 2019 the applicant was seeking to make changes to the parking lot, which has not been submitted.
- Joshua Kuehn, applicant, stated he would like to request 2 years for an extension to the original Site Plan application, with a reduction to the landscaping and lighting plans. Mr. Kuehn explained due to lack of funds because of the economy, work has not been able to commence. Mr. Kuehn stated a few groups meet in the evening that use approximately 25 parking spaces.
- Ensuing discussion, the Commissioners agreed to consider a variance, as long as the applicant came back with a proposed Site Plan showing the landscaping and lighting reduction. Alderman Preusker stated the revised plans would not have to be engineered drawings, just simply use a marker showing the reductions.
- Ms. Fonseca asked if the review by staff level would work, or it requires the Commissioners' approval. Attorney John Bjelajac replied, it is better to have this come back before the Commissioners to review the revised Site Plan.

- Commissioner Gardner stated a final Site Plan was still missing from the original submittal.
- Megan Watkins, Assistant City Administrator/Zoning Administrator, stated the Site Plan expired on March 12, 2020, however, the March Plan Commission meeting was cancelled. Ms. Watkins explained if the Commissioners are considering requesting revised plans for the variances, then an approval for the Site Plan extension is necessary.
- Greg Governatori, Kapur & Associates, commented the lighting and landscaping would not change the storm water plan, and suggested changing out the light fixtures to save on cost. Mr. Kuehn responded he has photo renderings of the proposed plans that he will forward to staff.
- There were no further comments.

Commissioner Tully moved, and Alderman Preusker seconded to table the final Site Plan until a revised version including the variances for the lighting and landscaping are submitted, and approve the extension to the original Site Plan application for 126 Chapel Terrace.

Roll call vote: Aye-6, Nay-0 Aldermen Preusker and Grandi; Commissioners Redman; Tully; Ekes; and Gardner. Motion carried.

Commissioner Redman amended the motion, and Alderman Grandi seconded to approve 24 months for an extension, and waive the \$500 fee to the original Site Plan application.

Roll call vote: Aye-6, Nay-0 Aldermen Preusker and Grandi; Commissioners Redman; Tully; Ekes; and Gardner. Motion carried.

D. Consideration to approve a permanent variance to Ch. 315-27C, pursuant Wisconsin Statutes 62.23 (7)(e)(1), to use the vacant parcel at 216 N. Pine Street as a private parking lot, contingent on approval of a Site Plan by the Plan Commission, and compliance of conditions by the City Planner, City Engineer, and Plan Commission.

- Mayor Hefty opened this item for discussion.
- Attorney Bjelajac stated it is more appropriate to change the sequence, and deal with the Site Plan prior to the permanent variance.
- There were no further comments.

E. Consideration to approve a Site Plan application from Jeremy and Yvonne Bauman for property located at 216 N. Pine Street for a parking lot, subject to Graef's and Kapur & Associates' memorandums to the Plan Commission.

- Mayor Hefty opened this item for discussion.

- Ms. Fonseca explained the applicant proposes the parking lot will have one-way in and one-way out to maximize the number of parking stalls. There has been no lighting or landscaping plans provided. The parking lot requires asphalt, and signage to specify the direction for one-way in and one-way out. Attorney Bjelajac asked that the lighting and landscaping plans be deferred to the Commissioners to vote on, instead of at staff level.
- Mr. Governatori stated the engineering plan for storm water management and parking stalls meets the city ordinance. Yvonne Bauman, applicant, stated they are waiting to hear from WeEnergies regarding the existing light poles, and there will be a 6 foot fence in the back to help mitigate anyone going onto the residential property. Ms. Bauman stated the plans show the greenspace, and questioned if what was being requested are what type of plants are going in. Ms. Fonseca replied the plans would have to be re-reviewed, but does not recall them being clear enough to meet the codes. Ms. Fonseca explained the codes have specific requirements, and more information is required regarding the landscaping ratio calculations. Jeremy Bauman, applicant, stated the plans show adequate amount of greenspace, however, the lighting was not on the plans, and wanted some clarification. Ms. Fonseca answered there may be enough to meet the requirements, but we still need the confirmation for the landscape ratio calculations. Ms. Bauman stated the engineering office has closed and cannot get that information at this time. Mr. Governatori commented he did not want to see confusion regarding the difference between greenspace and landscape plans. Both have different requirements; greenspace is lawn, and landscaping are trees, shrubs, plants, or fences.
- Mr. Bauman stated he was concerned as to when the “Safer At Home” ban will lift and when getting some income for starting the project. Mr. Bauman further stated he would like to keep using the lot and will do what it takes until the revised plans are completed. Commissioner Redman responded the landscaping and lighting plans are still required, but it sounds like the Commission is willing to work with the applicant in allowing more time.
- Attorney Bjelajac explained to the Commissioners if they choose to extend the current temporary variance, then give a specific date, but allow the requested landscape and lighting plans be submitted later. The Site Plan has its own expiration date.
- There were no further comments.

Alderman Preusker moved, and Alderman Grandi seconded to approve the extension to the temporary variance until June 1, 2021, and table the Site Plan for a future meeting that includes landscaping and lighting plan details.

Commissioner Ekes stated he would like to see the detail for the fence in the back, when the applicants come back with the revised Site Plan.

Roll call vote: Aye-6, Nay-0 Aldermen Preusker and Grandi; Commissioners Redman; Tully; Ekes; and Gardner. Motion carried.

NEW BUSINESS

A. Consideration to approve a Site Plan application from Scott Frank for property located at 1700 S. Teut Road to construct Oak Park Place, Phase II for Senior Housing, 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 explained Phase II is 61 Independent Senior Living units on three floors. When approving Phase I, it was required that Phase II come back before the Commission with clarification to the parking, lighting, and landscaping plans. The applicant is asking for a parking reduction than what is required in the city code, which can change the lighting and landscaping plan.
- Mr. Governatori stated the applicant had to add 30 more parking spots. Mr. Governatori further stated the applicant is required to update the storm water management run-off, grading plans, water main easement from Phase I, a copy of the storm water maintenance agreement from the original Phase I requirement, plus any other items listed in the memorandum. Attorney Bjelajac informed the applicant he has the water main easement file, which needs recording.
- Alderman Preusker asked if the applicant was looking for a reduction in parking spots. Bradley Servin, representative, explained Phase I has an excess of 35 parking stalls and most residents only have one vehicle. The proposed number of parking stalls is 122, even though 94 parking stalls are required for residents, staff, and visitors. Mr. Servin corrected Ms. Fonseca that this is a 4-story structure and not a 3-story structure. Mr. Servin stated they recognize that additional lighting, landscaping, and storm water management is required due to the additional parking spots. Mr. Servin further stated we are proposing a reduction in the parking requirements.
- Commissioner Tully stated he is aware of neighbors on Euphoria Drive having concerns regarding the lighting for this addition. Mr. Servin responded he believes the lighting has a full cut-off at the property line, and will not exceed the city requirements.
- Commissioner Preusker suggested that at a future meeting the city should change the ordinance to reduce standard parking requirements for senior living housing, since most only have one vehicle or are unable to drive.
- Commissioner Tully questioned if the earth mound in front of the building is going to go away with this new addition. Mr. Servin replied they are working with Wisconsin Power Linea to relocate the utility poles, and hoping that the mound can go down.
- Attorney Bjelajac asked if the Commissioners have the final version of the Site Plan to make a decision. Mr. Servin explained the building and parking layout are completed. Mr. Servin stated the grading, storm water management, landscaping, and lighting plans still require finalization, assuming there is a conditional approval with the parking layout as proposed.

- There were no further comments.

Commissioner Ekes moved, and Commissioner Gardner seconded to approve the Site Plan as presented.

Alderman Preusker amended, Alderman Grandi seconded to approve the Site Plan to include the conditions the grading plans, landscaping plans, lighting plans and other missing items be submitted for a future meeting.

Roll call vote: Aye-6, Nay-0 Aldermen Preusker and Grandi; Commissioners Redman; Tully; Ekes; and Gardner. Motion carried.

ADJOURNMENT

Alderman Preusker moved, and Commissioner Ekes seconded to adjourn the meeting at 8:02 p.m.

All were in favor and the motion carried.

Recording Secretary
Kristine Anderson
Administrative Assistant