



Minutes

**City of Burlington Plan Commission
Police Dept. Courtroom
May 10, 2011, 6:30 p.m.**

Mayor Robert Miller called the Plan Commission meeting to order this Tuesday evening at 6:30 p.m. Roll call: Aldermen Tom Vos and Robert Prailes; Commissioners Chris Reesman, Darrel Eisenhardt, and John Lynch; and Student Representative Sarah Strong were present. Commissioner Michael Deans was excused. Student Representative Andrew Krismer and Town of Burlington Representative Phil Peterson were absent. Also present were City Administrator Kevin Lahner, City Planner Patrick Meehan and Zoning Administrator Patrick Scherrer.

APPROVAL OF MINUTES

Alderman Vos moved and Commissioner Eisenhardt seconded to approve the minutes of April 26, 2011. All were in favor and the motion carried.

CITIZEN COMMENTS

None

LETTERS & COMMUNICATIONS

None

- Student Representative Sarah Strong arrived at 6:33 p.m.

PUBLIC HEARINGS

A. A Public Hearing to hear public comments regarding a Conditional Use application from Jatinder Singh of 656 McHenry Street to install a secondary entrance/exit off of McHenry Street.

- Mayor Miller opened the public hearing at 6:33 p.m.
- Mark Rademaker, President of American Bin and Conveyor, 221 Front Street stated he was there to find out if the additional driveway will effect his business in any way.
- There were no further comments. Alderman Vos moved and Commissioner Lynch seconded to close the Public Hearing at 6:35 p.m. All were in favor and the motion carried.

OLD BUSINESS

None

NEW BUSINESS

A. Consideration to approve a Conditional Use Permit Application and Site Plan Application from Jatinder Singh of 656 McHenry Street to install a secondary entrance/exit off of McHenry Street.

- Mayor Miller opened this issue for discussion.
- Alderman Prailes questioned if the previous concerns with the Plan Commission regarding the second driveway had to do with safety concerns. Mayor Miller responded that parking used to be allowed between the gas station and Longview Animal Hospital on McHenry Street. Because of that there was a vision hazard of northbound traffic on McHenry Street.
- Commissioner Lynch questioned if the second drive will allow traffic to enter and exit safer. Pat Scherrer stated that occasionally semi tractor trailers will use the existing driveway for the gas station to back their trucks into the business across the street which blocks entry and exits as well as McHenry Street. The second drive would allow for an additional access point.
- Alderman Vos stated the original site plan for 656 McHenry showed a second driveway however it was not installed due to safety issues. Since there is no parking on that portion of McHenry Street the safety hazard has been eliminated. Pat Meehan stated the original plans also called for a wider secondary driveway that was closer to the animal hospital. The revised plans have a narrower driveway closer to the gas station.
- There were no further comments.

Commissioner Eisenhardt moved and Alderman Prailes seconded to approve a Conditional Use and Site Plan Application for 656 McHenry Street, subject to Kapur & Associates' May 4, 2011 and Patrick Meehan's April 29, 2011 memorandums to the Plan Commission as follows:

- Permanent Marking: Section 315-48(G) of the City Zoning Ordinance requires that all off-street parking stalls serving five (5) or more vehicles shall have all parking stalls permanently marked by painted lines or other approved material, and said marking shall be maintained so as to be legible at all times. There is a need for the maintenance of these lines in various areas of the existing off-street parking spaces of the subject property in order to meet this requirement.
- Traffic Visibility Requirements and the Placement of Freestanding Monument Signs: Section 315-46(B) requires in order to provide adequate vision clearance, no obstructions (such as signs) shall be permitted in the required triangular vision clearance space as follows: "In the B-1, B-3 and B-4 Zoning Districts only, within the triangular vision clearance space located between the heights of 2.5 feet and 10 feet above the plane through the mean edge of pavement grades and formed by any existing or proposed private drives and/or arterial and/or collector streets intersecting with other arterial and/or collector streets, the corner cutoff distances establishing the triangular vision clearance space shall be increased to 60 feet from the intersecting private drive and/or arterial and/or collector street right-of-way lines and a line joining the two points on such lines or as determined by using the standards set forth under the latest edition of the sight distance portion of Chapter

IX of the American Association of State Highway and Transportation Officials (AASHTO) publication titled "A Policy on Geometric Design of Highways and Streets," whichever is greater, as determined by the review of the City Engineer." It appears that a part of the existing, free standing, monument sign located north of the proposed second drive may be located within the above prescribed "sight distance triangle area." The submitted plans shall be reviewed by staff for compliance with the above requirement.

- Outdoor Lighting Plan. Section 315-26(P)(1) of the City Zoning Ordinance requires that exterior lighting in the B-1 District shall be limited to total cut-off type luminaries. The existing luminaries at the subject property are tilted and, therefore, not total cutoff. It is recommended that the luminary tilt of these lights be adjusted so that the luminary lens of each luminary is parallel to the surrounding grade level below the lens.
- A driveway access permit is required by the City and should demonstrate the actual width of the proposed driveway.

All in favor and the motion carried.

B. Consideration to approve a Site Plan Application from Creative Welding & Fabrication at 120 Industrial Drive to use the existing facility for metal machining and fabrication.

- Mayor Miller opened this issue for discussion.
- Alderman Prailes confirmed that there were no conditions to be met for this project. Patrick Meehan stated only striping of certain areas of the parking lot.
- There were no further comments.

Alderman Prailes moved and Alderman Vos seconded to approve a Site Plan Application for 120 Industrial Drive, subject to Kapur & Associates' May 4, 2011 and Patrick Meehan's April 29, 2011 memorandums to the Plan Commission as follows:

- Permanent Marking of Off-Street Parking Area: Section 315-48(G) of the City Zoning Ordinance requires that all off-street parking stalls serving five (5) or more vehicles shall have all parking stalls permanently marked by painted lines or other approved material, and said marking shall be maintained so as to be legible at all times. It is recommended that the City Building Inspector review and determine if there is a need for the maintenance of these lines in various areas of the existing off-street parking areas of the subject property in order to meet this requirement.
- Parking stall label 13 does not appear to be of adequate size and shall be revised on the Site Plan.
- If any future changes in surface occur, such as paving the gravel area to the rear, a drainage plan is required showing flow patterns.

All in favor and the motion carried.

C. Consideration to approve a Site Plan application from Stelling & Associates on behalf of Fred's Parkview to construct a 712 sq. ft. addition on the current building at 596 N. Pine Street.

- Mayor Miller opened this issue for discussion.
- Patrick Scherrer informed the commission that the Certificate of Appropriateness and Sign Permit were approved by the Historic Preservation Commission April 28th.
- There were no further comments.

Alderman Prailes moved and Commissioner Reesman seconded to approve a Site Plan Application for 596 N. Pine Street, subject to Kapur & Associates' May 10, 2011 and Patrick Meehan's April 29, 2011 memorandums to the Plan Commission.

- *There are no outstanding conditions required.*

All in favor and the motion carried.

D. Consideration to recommend approval of Ordinance 1924(1) to amend Section 315-54C(4), "Accessory Uses and Detached Accessory Structures" to increase the maximum allowable structure height to 25 feet.

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

Alderman Vos moved and Commissioner Reesman seconded to recommend approval of Ordinance 1924(1) to the Common Council.

All in favor and the motion carried.

ADJOURNMENT

Alderman Vos moved and Commissioner Lynch seconded to adjourn the meeting at 6:43 p.m.

All were in favor and the motion carried.

Recording Secretary
Megan E. Johnson
Assistant to the City Administrator