



Minutes
City of Burlington Plan Commission
Police Dept. Courtroom
July 12, 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: Alderman Robert Prailes; Commissioners Chris Reesman, Darrel Eisenhardt and John Lynch were present. Alderman Tom Vos and Commissioner Michael Deans were excused. Town of Burlington Representative Phil Peterson was absent. Also present were City Administrator Kevin Lahner and Zoning Administrator Patrick Scherrer.

APPROVAL OF MINUTES

Commissioner Eisenhardt moved and Commissioner Lynch seconded to approve the minutes of June 14, 2011. All were in favor and the motion carried.

CITIZEN COMMENTS

None

LETTERS & COMMUNICATIONS

None

PUBLIC HEARINGS

None

OLD BUSINESS

None

NEW BUSINESS

A. Consideration to approve a Site Plan Application from Zimmerman Architectural Studios, on behalf of Cross Lutheran Church at 126 Chapel Terrace to add a 90 sq. ft. expansion and remodel the interior and exterior.

- Mayor Miller opened this issue for discussion.
- Alderman Prailes questioned if the proposed vestibule is outside of the current one. He further questioned if the vestibule will have a flat roof.
- Greg Strand of Zimmerman Architectural Studios, Inc. stated the vestibule will be located outside of the current one, it will have a flat roof and it will have the same fascia and stonework as the building to tie in with what is existing.
- There were no further comments.

Commissioner Lynch moved and Commissioner Reesman seconded to approve a Site Plan Application for 126 Chapel Terrace, subject to Kapur & Associates' July 5, 2011 and Patrick Meehan's June 30, 2011 memorandums to the Plan Commission as follows:

- Outdoor Lighting Plans: Sections 315-137(25) and 315-35(H) of the City Zoning Ordinance indicate, in part, that a Lighting Plan (if any new outdoor lighting is proposed) meeting the following requirements shall be submitted to the City and have, at a minimum, the following elements:
 - A catalog page, cut sheet, or photograph of the luminaire including the mounting method, a graphic depiction of the luminaire lamp (or bulb) concealment, and graphic depiction of light cut-off angles.
 - A photometric data test report of the proposed luminaire graphically showing the lighting distribution in all angles vertically and horizontally around the luminaire.
 - A plot plan, drawn to a recognized engineering or architectural scale, indicating the location of the luminaire(s) proposed, mounting and/or installation height in feet, the overall illumination levels (in footcandles) and lighting uniformities on the site, and the illumination levels (in footcandles) at the property boundary lines. This may be accomplished by means of an isolux curve or computer printout projecting the illumination levels.
 - Exterior lighting in the I-1 District shall be limited to total cut-off type luminaires (with angle greater than 90 degrees). The maximum permitted illumination shall be two (2) footcandles (as measured at the property line) and the maximum permitted luminaire height shall be 28 feet.
- Site Plan Requirements: Pursuant to the requirements of Section 315-137(C) of the City Zoning Ordinance, the Site Plan needs to be revised and resubmitted to the City staff for compliance meeting the following Site Plan submission requirements:
 - A Grading Plan shall be provided detailing existing and proposed topography shown at contour intervals of not less than two feet, indicating proposed grades for the areas of improvement.
 - An Erosion Control Plan needs to be provided showing locations of erosion control placement and details for installation. The erosion control plan needs to show approximate limits of disturbance and locations for any stockpiles and restoration work. It shall also include construction sequencing notes.
 - Locations of existing utilities need to be shown in plan view.
 - The existing pavement markings in the south parking lot are faded. Since pavement markings are required for the proposed work, it may be beneficial at that time to re-stripe the existing parking lot.

All in favor and the motion carried.

ADJOURNMENT

Alderman Prailes moved and Commissioner Reesman seconded to adjourn the meeting at 6:35 p.m.

All were in favor and the motion carried.

Recording Secretary
Megan E. Johnson
Assistant to the City Administrator