



Minutes
City of Burlington Plan Commission
Police Dept. Courtroom
December 13, 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 Darrel Eisenhardt, Chris Reesman and John Lynch; Student Representative Bianca Clayton; and Town of Burlington Representative Phil Peterson were present. Student Representative Kyle Burns was excused. Commissioner Michael Deans arrived at 6:32 p.m. Also present were City Administrator Kevin Lahner and Zoning Administrator Patrick Scherrer.

APPROVAL OF MINUTES

Alderman Prailes moved and Alderman Vos seconded to approve the minutes of November 8, 2011. All were in favor and the motion carried.

CITIZEN COMMENTS

None

LETTERS & COMMUNICATIONS

None

PUBLIC HEARINGS

A. A Public Hearing to hear public comments regarding a Conditional Use application from Dan Cowan for property at 309 W. Market Street to use for snowmobile and ATV services and storage.

- Mayor Miller opened the public hearing at 6:33 p.m.
- There were no comments. Alderman Prailes moved and Alderman Vos seconded to close the Public Hearing at 6:34 p.m. All were in favor and the motion carried.

OLD BUSINESS

None

NEW BUSINESS

A. Consideration to approve a Conditional Use Application and Site Plan Application from Dan Cowan for property at 309 W. Market Street to use for snowmobile and ATV services and storage.

- Mayor Miller opened this item for discussion.

- Alderman Prailes questioned if the applicant anticipates a lot of customers as the adjoining business, MedSpeed, uses quite a few of the current parking spaces. The applicant, Dan Cowan, stated there will be 3-4 spaces available for his business. He does not feel there will be more than that amount of customers at one time.
- Alderman Prailes asked if the parking lot needed to be striped. Owner, Jean Gruenert, stated the lot is already striped. She further stated that the adjoining business parks their vans in the lot at night.
- Commissioner Deans questioned if there will be an exhaust system in place inside the building. Mr. Cowan stated there will not however he plans to keep the doors open if he needs to run the machines inside. He further stated that the small engines typically need to be started where the temperature is colder and will likely run them outside. Patrick Scherrer questioned if an exhaust hose could be installed in the building. Mr. Cowan stated he would look into it.
- Commissioner Lynch questioned if the applicant intends on storing the trailer to transport the machines in the building or in the parking lot. Mr. Cowan stated he is planning to keep it in the garage until it is needed and wouldn't use any of the parking stalls. Commissioner Lynch further stated he is concerned with customers parking with trailers in the lot and using all of the allotted stalls to unload equipment.
- Alderman Vos stated he is concerned with exhaust fumes in the building as the ceilings are low. He further stated he is concerned with the limited parking stalls. Mayor Miller recommended the applicant work with the adjoining business to ensure the four required stalls are available at all times.
- There were no further comments.

Commissioner Eisenhardt moved and Commissioner Lynch seconded to recommend approval of a Conditional Use and Site Plan at 309 W. Market Street Patrick Meehan's November 26, 2011 memorandum to the Plan Commission as follows:

- If outdoor lighting is proposed, total cut-off luminaires are to be used throughout the site meeting the requirements of Sections 315-30(H) and 315-137(C)(25) of the City Zoning Ordinance. A Lighting Plan meeting the following requirements shall be submitted and have, at a minimum, the following elements:
 - a. 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.
 - b. A photometric data test report of the proposed luminaire graphically showing the lighting distribution in all angles vertically and horizontally around the luminaire.
 - c. 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.
- d. Exterior lighting in the M-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). The maximum permitted luminaire height shall be 30 feet as measured from surrounding grade to the bottom of the luminaire.
- The submitted plans need to meet the following requirements of Section 315-137(C) of the City Zoning Ordinance:
 - a. The site size needs to be indicated on a revised Site Plan.
 - b. The height of the existing building (in feet and stories) needs to be indicated on a revised Site Plan.

All in favor and the motion carried.

ADJOURNMENT

Commissioner Lynch moved and Commissioner Reesman seconded to adjourn the meeting at 6:44 p.m. *All were in favor and the motion carried.*

Recording Secretary
Megan E. Johnson
Assistant to the City Administrator