



Minutes
City of Burlington Plan Commission
Police Dept. Courtroom
April 10, 2012, 6:30 p.m.

Mayor Robert Miller called the Plan Commission meeting to order this Tuesday evening at 6:32 p.m. Roll call: Alderman Tom Vos; Commissioners Darrel Eisenhardt, Chris Reesman and Michael Deans and Student Representative Bianca Clayton were present; Alderman Robert Prailes, and Commissioner John Lynch were excused; Town of Burlington Representative Phil Peterson and Student Representative Kyle Burns 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 March 13, 2012. All were in favor and the motion carried.

CITIZEN COMMENTS

None

LETTERS & COMMUNICATIONS

Commissioner Reesman moved and Commissioner Eisenhardt seconded to approve Communication “A” regarding Alderman Prailes’ absence from the April 9th meeting.

PUBLIC HEARINGS

None

OLD BUSINESS

None

NEW BUSINESS

A. Consideration to approve a Site Plan application for property located at 201 S. Pine Street to use as two commercial suites.

- Alderman Vos recused himself from this topic at 6:35 p.m. due to a conflict of interest.
- Mayor Miller opened this item for discussion.
- There were no comments.

Commissioner Deans moved and Commissioner Eisenhardt seconded to approve a Site Plan at 201 S. Pine Street subject to Patrick Meehan's March 30, 2012 and Kapur & Associates' March 29, 2012 memorandums to the Plan Commission as follows:

- The existing, City of Burlington-owned street tree, which is proposed to be removed by the applicant, be replaced at the applicant's expense with a 2.5" to 3" caliper street tree (with a 2-year warranty) and of a species approved by the City Public Works Department. Said replacement tree shall be placed at a suitable public right-of-way curb lawn location in proximity to the subject property as determined by the Public Works Department. Said tree shall be replaced prior to the issuance of an Occupancy Permit.
- Due to the proximity to the neighboring residential property and residence, provide curb and gutter along the south line of the parking area. The curb will serve as both protection/notification for drivers and will divert the storm water runoff away from the residential property.
- The aisle and stall width is slightly below the 35' recommended by the Burlington City Code. The stalls to be striped to 18' in depth and use the remaining separation as aisle width.
- Striping is required as part of the plan. The striping should include all parking stall markings and the arrows with one way words. Provide a "DO NOT ENTER" sign at the northwest corner of the handicap access aisle striping facing Henry Street.
- Reduce/change the drive openings to match the drive aisle. The opening should be roughly 20-24' wide at the street and 14'-16' wide at the drive aisle. This will require closing about 7' on the south side.

All in favor and the motion carried.

Alderman Vos re-entered the meeting at 6:36 p.m.

B. Consideration to approve a Site Plan application for property located at 216 W. Jefferson Street to use as a yoga studio.

- Mayor Miller opened this item for discussion.
- Commissioner Reesman questioned Patrick Meehan's recommendation for a fence. Mr. Meehan stated this will fulfill the bufferyard requirement due to the close proximity of the neighboring property and is standard practice in these types of situations.
- There were no further comments.

Commissioner Deans moved and Commissioner Eisenhardt seconded to approve a Site Plan at 216 W. Jefferson Street subject to Patrick Meehan's March 30, 2012 and Kapur & Associates' March 29, 2012 memorandums to the Plan Commission as follows:

- The comprehensive plan map for the City of Burlington titled "Recommended Land Use Plan for the City of Burlington Planning Area: 2035" be amended by the City of Burlington from the "MEDIUM DENSITY RESIDENTIAL (6,200sq. ft. to 18,999 sq. ft. Per Dwelling)" land use designation to the "COMMERCIAL" land use designation.
- The Common Council must rezone the subject property from the Rd-2 Two-Family Residential District to the B-2 Central Business District.
- With respect to the bufferyard requirements of Table 9, since a minimum bufferyard width of 10 feet is not available on the east side of the subject property, that the Type 2 bufferyard provisions under Table 9 be used and that a minimum 6-foot tall solid fence be constructed on the east side of the subject property. But, due to inadequate space for the placement of, landscape plant materials, that no landscape plant materials be required by the Plan Commission to be planted within this required bufferyard.
- A variance (granted by the Zoning Board of Appeals) from the required 8-footwide side yard setback is required in order to add an additional 231 square-foot second floor addition over the 1-story existing flat roof area (in the rear of the structure) since such an addition would increase the intensity of the already nonconforming 1-story flat roof area of the structure which is already located within the required 8-footwide side yard setback.
- The existing driveway is in poor condition and has a square cut out of the center that serves as a low point. This square area is filled with two by ten boards that sit on soil.
- If a handicap stall is to be placed as shown on the site plan full reconstruction of the driveway will be required. Moving the ADA stall to the east side of the driveway will shorten the access route and allow use of the new walk as the accessible aisle. This may also eliminate the need to widen the driveway to extent as shown.
- There are two large trees, and multiple smaller ones along the west property line that would require removal if you widen the drive as shown on the site plan. If it is determined that driveway improvements are necessary we recommend that the entire driveway be reconstructed and the appropriate storm water inlet be provided.
- There is an existing pole at the middle of the driveway on the west side. This will need to be removed, or relocated.
- A lighting plan may be required for the driveway and walkway areas.

C. Consideration to recommend approval of Ordinance 1947(1) to the Common Council to amend the Official Zoning Map by rezoning 216 W. Jefferson from Rd-2 District to B-2 District and consideration to approve Resolution 11 to amend the Multi-Jurisdictional Comprehensive Plan to match land use categories.

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

Commissioner Deans moved and Commissioner Reesman seconded to recommend approval of Ordinance 1947(1) and approve Resolution 11.

D. Consideration to approve a Site Plan application for property located at 649-657 W. State Street to construct an 8-unit apartment building.

- Mayor Miller opened this item for discussion.
- Alderman Vos questioned if the Planned Unit Development (PUD) Agreement for Westridge Apartments will apply to this project. Pat Meehan responded that an amendment will be made to the original PUD to reflect this new building as it is under the same ownership.
- Alderman Vos questioned if the road adjacent this project site is a private drive. Meehan responded that it is a driveway easement.
- Patrick Scherrer introduced John Wirth, owner of Westridge Apartments, to answer questions.
- There were no further comments.

Alderman Vos Deans moved and Commissioner Deans seconded to approve a Site Plan at 649-657 W. State Street subject to Patrick Meehan's March 30, 2012 and Kapur & Associates' March 29, 2012 memorandums to the Plan Commission as follows:

- The comprehensive plan map for the City of Burlington titled "Recommended Land Use Plan for the City of Burlington Planning Area: 2035" be amended by the City of Burlington from the "COMMERCIAL" land use designation to the "HIGH DENSITY RESIDENTIAL (Less Than 6,200 Sq. Ft. Per Dwelling)" land use designation.
- The Common Council rezone the subject property from the B-1 Neighborhood Business District to the Rm-2 Multiple-Family Residential District and the PUD Planned Unit Development Overlay District.
- A revised "Proposed Site Plan-Dimensions & Landscape" needs to be submitted to the City indicating landscape plant materials located in the area between the parking lot and the adjacent street right-of-way and indicating the size of this single row and aisle of parking as 45 feet in width.
- 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. This requirement will need to be met prior to the issuance of an Occupancy Permit.
- Section 315-48(D)(5) of the City Zoning Ordinance requires that: *"All public off-street parking areas which serve 10 vehicles or more and are created, redesigned and/or rebuilt shall be provided with evenly dispersed landscape areas within the interior of such off-street parking areas. Landscape area shall total not less than 5% of the surfaced area (inclusive of both parking stalls and associated drives). Perimeter landscaped areas adjacent to the off-street parking lot shall not be included in the aforementioned required*

5%. The minimum size of each such required landscape area in the off-street parking lot shall not be less than 100 square feet in area nor not less than nine feet in width or length. Canopy trees shall be provided at the rate of one tree for each 15 off-street parking spaces (or fraction thereof) within the interior of the off-street parking area. The preservation of existing canopy trees in the parking area may be included in the calculation of the required minimum landscape area." A revised "Proposed Site Plan-Dimensions & Landscape" needs to be submitted to the City fully addressing the above requirement showing additional landscape plant materials and also providing one (1) canopy tree of a minimum size of 3-inch prior to the issuance of an Occupancy Permit.

- Six landscape bufferyard options are provided the applicant in Table 10 of the City Zoning Ordinance and one of them needs to be graphically indicated (with the requirement number of landscape plant materials graphically noted and identified as to type) on a revised "Proposed Site Plan-Dimensions & Landscape" and submitted to the City fully addressing the above requirement prior to the issuance of an Occupancy Permit.
- The total area to be included in the PUD, area of open space, residential density computations, and population analysis shall be provided in either a letter to the City or on a revised and resubmitted "Proposed Site Plan-Text" for City staff review for compliance.
- The general summary of the estimated value of structures and site improvement costs (including landscaping and special features) needs to be submitted by the applicant.
- The expected date of commencement and completion of physical development needs to be submitted by the applicant.
- Density of residential uses and the number of dwelling units by type shall be noted on a revised and resubmitted "Proposed Site Plan-Text" for City staff review for compliance.
- A graphic outline of any development staging or phasing which is planned shall be noted on the site plan. The expected date of commencement and completion of physical development needs to be submitted by the applicant.
- Architectural plans, elevations, and perspective drawings and sketches illustrating the design, character, materials, and dimensions of proposed structures shall be noted on the site plan and the such data either in a letter to the City or on a revised and resubmitted "East, West, North, & South Exterior Elevations" sheet for City staff review for compliance.
- Lighting data shall be submitted which indicates the type and illumination levels (in footcandles) of all outdoor lighting proposed shall be noted on the site plan.
- Full site plans are required and should include the following sheets: Title Sheet, Erosion Control Plans, Grading Plans, Utility Plans, Storm Sewer, water, sanitary, Details sheets, construction notes, specifications, and sequencing, Lighting plans, and all calculations for utility sizing, etc.

- While post construction storm water management is not required under ordinance this is part of a larger development with the existing 8 unit to the east. The engineering and landscaping plan shall utilize methods to control storm water runoff to the maximum extent practicable.

E. Consideration to recommend approval of Ordinance 1948(2) to the Common Council to amend the Official Zoning Map by rezoning 649 W. State Street from B-1 District to RM-2 District with a PUD Overlay and consideration to approve Resolution 12 to amend the Multi-Jurisdictional Comprehensive Plan to match land use categories.

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

Commissioner Eisenhardt moved and Commissioner Reesman seconded to recommend approval of Ordinance 1948(2) and approve Resolution 12.

ADJOURNMENT

Alderman Vos moved and Commissioner Deans 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