



**Minutes**  
**City of Burlington Plan Commission**  
**May 14, 2019, 6:30 p.m.**

Mayor Jeannie Hefty called the Plan Commission meeting to order at 6:30 p.m. Roll call: Alderman Bob Grandi; Commissioners Andy Tully; John Ekes; and Art Gardner were present. Alderman Tom Preusker and Commissioner Chad Redman were excused. Student Representative Thomas Martin was present. Student Representative Ryan Stankus was excused.

**APPROVAL OF MINUTES**

Commissioner Ekes moved, and Alderman Grandi seconded to approve the minutes of April 9, 2019. All were in favor and the motion carried.

**LETTERS & COMMUNICATIONS**

None

**CITIZEN COMMENTS**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

**A. Public Hearing to hear public comments regarding a Conditional Use application from Tom Ohm for property located at 140 E. Chestnut Street, in order to use the second floor as a one bedroom rental apartment.**

- Mayor Hefty opened the Public Hearing at 6:31 p.m.
- There were no comments.

Alderman Grandi moved, and Commissioner Gardner seconded to close the Public Hearing at 6:32 p.m.

*All were in favor and the motion carried.*

**B. Consideration to approve a Conditional Use application from Tom Ohm for property located at 140 E. Chestnut Street in order to use the second floor as a one bedroom rental apartment, subject to Graef's and Fire Department's memorandums to the Plan Commission.**

- Mayor Hefty opened this item for discussion.
- Tanya Fonesca, Graef, explained the applicant would like to use the second floor as a rental unit for an apartment, and a Conditional Use Permit is required. Alderman Grandi asked why

the applicant's name was different than the owner's name. Tom Ohm, applicant, responded soon they will be purchasing the building from Paul Zarek, owner, but in the meantime are working with Mr. Zarek so it will be ready to open once the purchase is finalized.

- There were no further comments.

Commissioner Tully moved, and Commissioner Ekes seconded to approve the Conditional Use.

*All were in favor and the motion carried.*

**C. Public Hearing to hear public comments regarding a Conditional Use application from Autumn Hecketsweiler for property located at 446 S. Pine Street to use the building as a retail gift/bath and body shop.**

- Mayor Hefty opened the Public Hearing at 6:35 p.m.
- There were no comments.

Alderman Grandi moved, and Commissioner Ekes seconded to close the Public Hearing at 6:36 p.m.

*All were in favor and the motion carried.*

**D. Consideration to approve a Conditional Use application from Autumn Hecketweiler for property located at 446 S. Pine Street to use the building as a retail gift/bath and body shop, subject to Graef's memorandum to the Plan Commission.**

- Mayor Hefty opened this item for discussion.
- Ms. Fonesca explained this is an existing structure with no changes, however, a Conditional Use Permit is required, and all requirements have been met. The hours will be Monday thru Saturday 10 am – 7 pm.
- There were no further comments.

Commissioner Ekes moved, and Commissioner Gardner seconded to approve the Conditional Use.

*All were in favor and the motion carried.*

**E. Consideration to approve a Site Plan application from BASD for property located at 195 Gardner Avenue (Waller School) for interior renovations and site work upgrades, subject to Graef's and Kapur & Associates' memorandums to the Plan Commission.**

- Mayor Hefty opened this item for discussion.
- Ms. Fonesca stated the requirements have been met, except the landscape islands on the west side is pending.

- Chris Hitch, on behalf of BASD, presented an overview of the project for the school. There is increased parking, and the circulation pattern for the drop-off area has been improved. The restoration of the pavement will be repaved, so there will be no land disturbance. The interior landscape will be enhanced, so there will not be island end caps because of existing drainage pattern.
- Commissioner Ekes stated a similar situation was concerning with Cross Lutheran Church regarding solid surfaces and retention, and asked why this was not a concern with this project. Greg Governatori, Kapur & Associates, answered this property is under the one-acre threshold requirement of moving dirt, and it also follows the DNR requirements.
- Commissioner Gardner asked if there are any significant changes in the way things are snow plowed and piles of snow. Mr. Governatori responded without the curb and gutter it actually helps and makes it easier to plow.
- There were no further comments.

Commissioner Tully moved, and Alderman Grandi seconded to approve the Site Plan.

*All were in favor and the motion carried.*

**F. Consideration to approve a Site Plan application from BASD for property located at 225 Robert Street (Karcher School) for a new middle school to replace the existing, subject to Graef's and Kapur & Associates' memorandums to the Plan Commission.**

- Mayor Hefty opened this item for discussion.
- Ms. Fonesca explained the existing school will be demolished and a new school will be built, plus the track & field is moving. Commissioner Tully questioned if the elevation was changing from Wainwright Avenue to Robert Street by one story. Peter Smet, BASD Superintendent, replied yes, the existing lot will be the entrance on the second floor into the building.
- There were no further comments.

Commissioner Ekes moved, and Alderman Grandi seconded to approve the Site Plan.

*All were in favor and the motion carried.*

**G. Consideration to approve a Site Plan application from BASD for property located at 201 S. Kendrick Avenue (Dyer School) for interior renovations and site work upgrades, subject to Graef's and Kapur & Associates' memorandums to the Plan Commission.**

- Mayor Hefty opened this item for discussion.

- Ms. Fonesca explained the city requirements were met. Mr. Hitch stated the information regarding the pavement requested by Kapur & Associates had been corrected and will be supplied to them for verification. Mr. Smet stated this additional pavement takes the parent and bus drop-off off of the street.
- There were no further comments.

Commissioner Tully moved, and Commissioner Ekes seconded to approve the Site Plan.

*All were in favor and the motion carried.*

**H. Consideration to approve a Site Plan application from BASD for property located at 249 Conkey Street (Cooper School) for interior renovations and site work upgrades, subject to Graef's and Kapur & Associates' memorandums to the Plan Commission.**

- Mayor Hefty opened this item for discussion.
- Ms. Fonesca explained with this project the owner will be taking the original playfield and creating a drop-off parking area, and then taking the existing parking area to create a hard surface play area. The landscape is amplified on the perimeter of the site, because of the tightness of the lot. Mayor Hefty asked if teachers will be able to park in the parking lot to alleviate the encroachment on neighbors' driveways. Mr. Smet replied yes, this area is the teachers' parking lot and also the drop-off area. Commissioner Gardner questioned why the playground area is half the size. Mr. Smet answered it is a smaller school, but with the grassy area there will be enough play area for the student population.
- There were no further comments.

Alderman Grandi moved, and Commissioner Gardner seconded to approve the Site Plan.

*All were in favor and the motion carried.*

Mayor Hefty thanked BASD for all the hard work they put into the schools and making them safe.

**ADJOURNMENT**

Commissioner Tully moved, and Commissioner Ekes seconded to adjourn the meeting at 7:05 p.m.

*All were in favor and the motion carried.*

Recording Secretary  
Kristine Anderson  
Administrative Assistant