



Minutes
City of Burlington Plan Commission
July 13, 2021, 6:30 p.m.

Mayor Jeannie Hefty called the Plan Commission meeting to order at 6:30 p.m. Roll call: Aldermen Tom Preusker; Bob Grandi; Commissioners Chad Redman; Andy Tully; John Ekes; and Art Gardner were present. Also present, Megan Watkins, Assistant City Administrator/Zoning Administrator; Scott Ruhland, City Planner; and Gregory Guidry, Building Inspector.

APPROVAL OF MINUTES

Commissioner Ekes moved, and Commissioner Redman seconded to approve the minutes of June 8, 2021.

LETTERS & COMMUNICATIONS

None

CITIZEN COMMENTS

None

OLD BUSINESS

A. Review of compliance of Conditional Use Permit #2002157 and use of recycled asphalt as pavement on the rear portion of the parking lot at 940 Milwaukee Avenue. This item was presented at the June 9, 2020, October 13, 2020 and November 10, 2020 meeting.

- Mayor Hefty opened this item for discussion.
- Megan Watkins, Assistant Administrator/Zoning Administrator, explained there are two approvals for this property: 1) a Conditional Use Permit review and 2) should the rear parking lot be asphalted, make the asphalt a green space area, or keep the variance approval of the recycled asphalt. Ms. Watkins stated the City only received a complaint regarding the lights that were angled wrong facing Hwy 36, which has been corrected, and recommended the Conditional Use Permit be renewed for three more years.
- Commissioner Tully asked Brian Torgerson, owner, if he plans to keep the recycled asphalt. Mr. Torgerson replied yes, the contractor said the lot will settle, but it was the best plan go with. Alderman Preusker questioned when the weeds grow through, does the lot keep getting filled with more asphalt. Jeff Erickson, representative, responded the reason to keep the recycled asphalt is that it will avoid any seeping water and run off into the Lois property at 916 Milwaukee Avenue.
- Alderman Grandi stated he liked the idea of approving both items, but the review them again in 3 years.

- Commissioner Ekes commented that the snow removal was horrible and to please keep everything cleared this winter. The owners stated they were not aware they were supposed to clear the snow and will be in charge of it from now on.
- Gregory Guidry, Building Inspector, asked if more recycled asphalt will be added to level off the lot in the rear. Mr. Torgerson stated they could add more if it needs it, but they wanted to make sure the recycled asphalt was approved first.
- There were no further comments.

Commissioner Redman moved, and Alderman Preusker seconded to approve the 3-year extension to the Conditional Use Permit and review the recycled asphalt parking lot in the rear in 3 years.

Commissioner Ekes commented that during a previous discussion the recycled area was not to be used for parking, however, it currently is. Mr. Erickson stated he does not recall the discussion regarding the lot not being used for parking. Mr. Erickson further stated that area is for overflow parking.

All were in favor and the motion carried.

NEW BUSINESS

A. Consideration to approve a Site Plan application from Lynch Ventures for property located at 180 Front Street, to construct a storage building for LDV, Inc., subject to Lakota's, Kapur & Associates', and Burlington Fire Department's memorandums to the Plan Commission.

- Mayor Hefty opened this item for discussion.
- Scott Ruhland, City Planner, explained this is approximately an 11,000 square foot one-story building addition for warehousing and storage. It meets the requirements and is consistent with other surrounding industrial buildings. The trees will be planted in the rear of the lot as requested, and a lighting plan shall be submitted if needed.
- Ms. Watkins stated the outstanding items listed on Kapur & Associates memorandum have been corrected.
- Kurt Petrie, representative for Lynch Ventures, requested that the required parking lot stripping be waived except for the handicap stall since the building is only used for storage.
- There were no further comments.

Commissioner Tully moved, and Alderman Preusker seconded to approve the Site Plan as presented, including waiving the parking lot stripping.

Mr. Petrie stated there will be no parking lot lighting and asked if the two motion lights above the door would require a lighting plan. Mr. Guidry replied no, the two motion lights are not likely to go over the lighting allowance.

Commissioner Tully moved and Alderman Preusker seconded to amend the approval to also include the stripping for the handicap stall be required and to waive the lighting plan requirements.

All were in favor and the motion carried.

B. Consideration to recommend approval to the Common Council of a Certified Survey Map Amendment application from Davel Engineering & Environmental on behalf of the Franciscan Friars for property located at 2209 Browns Lake Drive to divide one parcel into two parcels, subject to Lakota's memorandum to the Plan Commission.

- Mayor Hefty opened this item for discussion.
- Mr. Ruhland explained one parcel will be divided into two parcels, which meet the zoning requirements.
- Commissioner Tully asked if this division is for future development. Mr. Ruhland responded it could potentially be for single-family development. Alderman Preusker questioned if there is a project in mind. Scott Andersen, Davel Engineering & Environmental, answered there is nothing in the works, but wanted to see how much land could be used if possible.
- There were no further comments.

Commissioner Redman moved, and Commissioner Ekes seconded to approve the CSM, subject to Lakota's memorandum.

All were in favor and the motion carried.

C. Consideration to approve a Site Plan application from Nestle for property located at 637 S. Pine Street, to construct an addition to the existing building, subject to Lakota's, Kapur & Associates', and Burlington Fire Department's memorandums to the Plan Commission.

- Mayor Hefty opened this item for discussion.
- Mr. Ruhland explained Nestle is proposing a 7,700 square foot addition to the rear of the building to accommodate a new processing line and adding loading docks. There is an exception to the height requirement to enclose the storage vessels that is required. Some of the structures extend above the main building, and the new addition will be about that same height.
- There were no further comments.

Commissioner Ekes moved, and Alderman Preusker seconded to approve the Site Plan as presented, subject to Lakota's, Kapur & Associates', and Burlington Fire Department's memorandums.

Commissioner Ekes moved, and Alderman Preusker seconded to amend the approval to also allow the additional height for the silos.

All were in favor and the motion carried.

D. Consideration to approve a Site Plan application from Packaging Corporation of America for property located at 1600 S. Pine Street, to construct a storage building for a boiler, subject to Lakota's, Kapur & Associates', and Burlington Fire Department's memorandums to the Plan Commission.

- Mayor Hefty opened this item for discussion.
- Mr. Ruhland explained this is a 1,500 square foot addition for a new boiler room and loading dock onto the rear of the building, which meets the requirements. The style will be the same as the existing building.
- Alderman Preusker asked if the boiler is for heating or part of the processing. Cory Scheidler, representative for Cedar Corporation, answered the boiler is for the process and new equipment is being added to the process, which requires the boiler addition. Mr. Guidry asked if 4 or 5 parking stalls will be lost. Mr. Scheidler replied no, there is sufficient parking.
- There were no further comments.

Commissioner Ekes moved, and Commissioner Tully seconded to approve the Site Plan as presented, subject to Lakota's, Kapur & Associates', and Burlington Fire Department's memorandums.

All were in favor and the motion carried.

ADJOURNMENT

Commissioner Redman moved, and Alderman Preusker seconded to adjourn the meeting at 7:01 p.m.

All were in favor and the motion carried.

Recording Secretary
Kristine Anderson
Administrative Assistant