

Town of Burke Plan Commission Meeting Minutes
Wednesday, December 6, 2017
5:30 p.m.

Commission members in attendance: Chair Mike Vraniak, Steve Berg, Jodi Nachtwey, Joan Stoflet, Marv Urban and George Walsh. Also in attendance Brenda Ayers, Administrator/Clerk/Treasurer. See attached list for other interested parties in attendance.

- 1) The meeting was called to order at 5:30 p.m. by Chair Vraniak.
- 2) Discuss/possible action on a Certified Survey Map (CSM) submitted by Justin Oeth, of Reinhart Boerner Van Deuren on behalf of PDQ Food Stores Inc. to combine three lots into one. Properties located at the corner of Haase and Anderson Roads (parcel numbers 0810-092-4622-4, 0810-092-4544-0 and 0810-092-4501-9). Justin Oeth, attorney representing PDQ, explained that PDQ sold its assets to Kwik Trip in October 2017. Kwik Trip discovered that these parcels were created by an illegal subdivision according to Dane County standards. Kwik Trip has requested that PDQ address this issue prior to conveyance. Oeth stated that a CSM combining the properties is the easiest way to address the illegal subdivision. Oeth further explained that Kwik Trip has no immediate plans for the property. Once the DOT has determined their plans for Highway 51; Kwik Trip will either build on or sell the property. Walsh noted that the property does not currently have driveway access and the DOT may limit access on Highway 51. Oeth said the property is being sold to Kwik Trip as is and they are not requesting access at this time, only approval of the CSM to combine the lots. Motion: Walsh/Urban to recommend approval of the CSM to the Town Board. Motion carried.
- 3) Presentation by Dane County zoning staff regarding the rewrite of Dane County zoning ordinance. Pam Andros of Dane County zoning explained that the comprehensive revision of the zoning code includes changes to the titles/definitions of the zoning districts. The County has prepared a map depicting the new districts for the parcels in the Town based on land use. The County would like Town officials to review the map over the next couple of months and district classifications since they are more familiar with the properties. Town officials should pay close attention to any unique uses in their areas to make sure they are a proposed district that allows the current use. The County plans to mail notices to property owners of the change in the zoning classification. Ayers inquired if the County will have any listening sessions or how they plan to deal with the number of questions that will result from the mailings. She also noted that although the notices will be mailed by the County, residents will call the Town with questions. Andros said she will present the suggestion of listening sessions and other ideas on managing questions back to County staff. Ayers will review the map and asked that Plan Commission members do the same paying close attention to properties in their neighborhood and report any concerns to her.

Walsh left the meeting at 7:10 p.m.

- 4) Update on the DeForest ETZ. Nothing to report.

- 5) Update on items that previously appeared before the Plan Commission. The A-1 Landscaping rezone and CUP application were withdrawn by the petitioner. The Prairie Pawz representatives have chosen to pursue attachment of the property located at 3392 Brooks Drive to the City of Sun Prairie and have withdrawn their application from the Town.
- 6) Approval of minutes from October 11, 2017. Motion: Stoflet/Urban to approve the minutes as presented. Motion carried.
- 7) ADJOURNMENT. Motion: Vraniak to adjourn. Motion carried. Meeting adjourned at 7:35 p.m.

Brenda Ayers
Administrator/Clerk/Treasurer
Town of Burke
02/02/2018