

Town of Burke  
Plan Commission Minutes  
May 28, 2014  
5:30 p.m.

Members Present: Chair Mike Vraniak, RJ Hess, Joan Stoflet and Marv Urban and George Walsh. Excused: Christie Legler. Others Present: Brenda Ayers, Clerk/Treasurer and Chris Hughes, Town Attorney. See attached list for other interested parties in attendance.

1. The meeting was called to order at 5:30 p.m. by Vraniak.
2. Discuss/possible action on updates to the Town's Land Division and Subdivision Ordinance. Hughes explained that revisions to the current ordinance will provide consistency, be user friendly and will incorporate recent changes to Wisconsin State Statutes 236. He noted the recent changes to Chapter 236 include the option for towns to allow a CSM submittal in lieu of a plat for non-residential division with four or more lots and changes to the type and amount of security allowed. Anne Anderson of Mead and Hunt found that the Town of Middleton ordinance is closely structured to Burke's ordinance will serve as a good template since it was more recently updated. Hughes explained that before staff digs deep into the ordinance there are a few items that need direction or input from the Plan Commission. Hughes went through the items in the memo from Ayers to the Plan Commission dated May 13, 2014 which was distributed with a copy of the Middleton ordinance prior to the meeting (Commission feedback is in ***bold italic print***)
  - 1) Does Town want to include landscape requirements for development?
    - a. If so, would it apply to just new development? Only Commercial? Commercial and Residential? Industrial?
    - b. Landscape requirements can be flexible by using a point system so it is not a limiting factor in future development ***Commission members were in favor of a flexible landscaping requirement for commercial and industrial development but cautioned that it should not be too heavy handed or it will drive development away.***
  - 2) Does Town want to include an option or language for multi-phased plats?
    - a. Plus: It provides additional protections for the Town
    - b. Drawback: Additional language in the Ordinance/less simple ***Commission members were in favor of multi-phase plats to provide additional protection to the Town.***
  - 3) Does the Town want to allow for mini-parks with residential development?
    - a. Plus: It provides additional options for developers and still requires to pay a fee in lieu to make up for the additional park.
    - b. Drawback: Town receives less parkland for residential developments. ***Commission members were in favor of mini-parks and greenspace but did not feel trails were a good option if they were to be maintained by the Town. It was also noted that park requirements should take into the demographics of the area, size of the subdivision and the needs of the area. Hughes suggested obtaining input from the Park Commission.***
  - 4) Does the Town want to allow for cluster development in lieu of traditional development. Cluster development allows for more shared open space and less pavement overall. It is a green option to development that is being

embraced in other areas of Dane County. *Commission members were generally in favor of the option. Members also questioned the difference between cluster and low density (as outlined in the Comprehensive Plan) development.*

- 5) Is the Town interested in collecting Impact fees for future developments? This is a tool that allows the Town to plan for future expansion of roads for additional traffic that is added by the development, such as additional turn lanes, etc. *Commission members were in favor of exploring the collection of impact fees in the Town. Hughes noted that the ability to collect impact fees required a process separate from the ordinance that would require Plan Commission input.*
  - 6) Does the Town want to allow a CSM (in lieu of a plat) submittal for four or more non-residential lots? *Commission members asked how this option would benefit the Town. Hughes explained the option might streamline the process. Commission members felt it was worth exploring the option.*
  - 7) Does the Town want to site or locate building envelopes on lots? *Plan Commission members did not have a strong opinion on this matter.*
  - 8) Should the preliminary consultation with staff be mandatory or discretionary? *Commission members agreed it should be mandatory and staff should include the Town engineer and attorney, as applicable.*
  - 9) What type of park system is the Town looking for? *See item 3 above.*
    - a. Mini parks?
    - b. Trails?
    - c. greenspace?
  - 10) Any other questions you might have. *Welsh questioned the number of copies required for a submission. Hughes noted that staff is reviewing the requirement including electronic copies. Hess noted that larger size plans should be required.*
3. Discuss/possible action concerning an application for a Conditional Use Permit submitted by Kwik Trip for a new diesel and compressed natural gas (CNG) facility on the property located across from Rodeside Grill on Rostad Circle/Drive, parcel number 0810-052-1462-0. Troy Mlaziva, Kwik Trip representative, explained that they have a contract to purchase the lot across from McDonalds and they would like to put a diesel/CNG station on the site. Customers would either pay at the pump or pre-pay at their store located kitty-corner to the proposed site. Traffic would be directed in on the driveway on the east side of the property (across from the hotel) and out on the north side drive (across from McDonalds). The plans include four diesel fueling lanes, two CNG fueling lanes with room to park one truck at each and stack one in front and back of each fueling position. Hess expressed concerns about adding traffic congestion to the area. Walsh expressed concerns about the lack of parking spaces. Vraniak inquired about the plan for remediation of spills. Mlaziva reported that Dane County will review the stormwater facilities which will include spill captures per DNR best management practices. Hess inquired about the traffic at the existing Diesel/CNG stations. Mlaziva responded that they currently have approximately 24 sites and he does not have traffic information on the sites. Hess expressed concerns about pedestrian safety crossing from the pump site to the store.

Due to concerns about lack of on site parking and traffic congestion, Commission members deferred action to the June 11, 2014, meeting and asked Mlaziva to provide traffic/parking information on similar sites prior to the meeting.

4. Discuss/possible action on the sale of land adjacent to the water tower (old Token Creek Sanitary District) parcel 0810-093-8561-8 owned by the Town. The Town Board supported the Plan Commission recommendation to grant the Village a temporary easement in lieu of selling the property.
5. Update on the DeForest ETZ. Next meeting is scheduled for July 8.
6. Approval of minutes from April 9, 2014. Motion: Hess/Urban to approve the minutes as presented. Motion carried.
7. Adjourn. Motion: Hess/Walsh to adjourn. Motion carried. Meeting adjourned at 7:12 p.m.

Brenda Ayers  
Clerk/Treasurer  
06/05/2014