

Town of Burke
Plan Commission Minutes
March 9, 2016
5:30 p.m.

Members Present: Mike Vraniak (Chair), Steve Berg, Christie Legler, Joan Stoflet, Marv Urban and George Walsh. Staff present: 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 Vraniak.
2. Conditional Use Permit (CUP) application #2339 submitted by Sara Hagen of Country Creek Learning Center to amend current CUP #2016 to increase the limit of children from 150 to 175 and allow a 1,200 square foot expansion of the building for the purpose of additional space for a 4K classroom and afterschool program. Property located at 6187 Portage Rd, DeForest (parcel number 0810-033-8170-0). Sara Hagen and Candace Page (property owners) explained that they have been in business for fifteen years and are currently running out of space. The DeForest School District is also out of space for 4K programs. In order to accommodate the families currently serviced, they are looking to expand the building to include a room specifically for a 4K classroom and after school care. Legler noted that the CUP can be amended in lieu of applying for a new CUP. The amended CUP will be assigned a new number by the County and conditions of the existing CUP, other than those amended, will remain the same. Hagen explained that the 901 square feet remaining on the existing CUP would probably be enough for the expansion but decided to ask for 1,200 square feet since she was applying for an increase in the limit of the number of children. Berg inquired about sufficient parking space. Hagen explained that arrivals and departures are staggered so she does not see an issue with parking. Walsh inquired about an increase in staff. Hagen responded that she will be adding staff but it will not exceed the current limit of 25. Motion: Legler/Stoflet to recommend approval of the amended CUP to the Town Board increasing the limit to the number of children from 150 to 175 and to allow a 1,200 square foot expansion with the rest of the conditions remaining the same. Motion carried.
3. Update on the DeForest ETZ. The March meeting was cancelled.
4. Approval of minutes from January 13, 2016. Motion: Berg/Stoflet to approve the minutes as presented. Motion carried.
5. Adjourn. Motion: Legler/Urban to adjourn. Motion carried. Meeting adjourned at 6:00 p.m.

Brenda Ayers
Administrator/Clerk/Treasurer
03/25/2016