

Town of Burke Plan Commission Meeting Minutes
Wednesday, September 5, 2018
5:45 p.m.

Commission members in attendance: Mike Vraniak, Chair; 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 5:45 p.m. by Vraniak.
- 2) Discussion/possible action regarding a two lot Certified Survey Map (CSM) submitted by Thomas and Diana Nelson to divide Lot 2 of CSM 13825, property located off Felland Rd (parcel 0810-352-9690-0). Walsh inquired about access to the lots. Mrs. Nelson explained that access would be via the existing drive for the water utility lot which was granted in a previously recorded access easement. Ayers noted that the current lot does not have frontage so the Nelsons will need to apply to Dane County ZLR for a waiver of the frontage requirement. Vraniak inquired if there were any houses on the lot. Mrs. Nelson responded no. Urban inquired about the gate on the easement access at Felland Road. Mrs. Nelson stated that Madison Utilities will move the gate. Ayers noted that the City of Madison will require the recording of a Deed Restriction to limit the use of the lots to residential in accordance with the Cooperative Plan.

Motion: Berg/Stoflet to recommend approval of the CSM to the Town Board with the following conditions 1) the access agreement and it's document number are depicted on the CSM and 2) recording of a Deed Restriction limiting the use of the lots to single family residential. Motion carried.

- 3) Discussion of the Conditional Use Permit Procedures adopted by the Town Board 7/18/2018. Ayers reported that she discovered that the deadline for public comment needs to be moved up so comments can be included in the Board packet.

The Commission discussed the need for substantial evidence to support claims made at Public Hearings. (Walsh left at 6:15 p.m.)

- 4) Update on the DeForest ETZ. Urban reported the committee approved updates to the DeForest Zoning Code pertaining to parking lots and signs. He further reported that DeForest will be rewriting their zoning code in 2019.

Berg reported on an email site plan review for the McDonalds on Highway 19. He noted that Village staff has the authority to approve site plans.

- 5) Update on items that previously appeared before the Plan Commission. Berg reported on Dane County ZLR's approval of the CUP for the batch plant requested by Zignego Ready Mix.

- 6) Approval of minutes from May 2, 2018. Vraniak noted that he called the meeting to order, not Berg. Motion: Stoflet/Berg to approve the minutes with the amendment. Motion carried.
- 7) Next meeting date: October 10, 2018, 5:30 p.m. The Commission decided to change the time of future meetings from 5:30 p.m. to 5:00 p.m.
- 8) Meeting adjourned at 6:41 p.m.

Brenda Ayers
Administrator/Clerk/Treasurer
10/02/2018