

SITE PLAN REVIEW COMMITTEE

April 27, 2026

The Site Plan Review Committee met on the above date at 1:30 P.M. in the Council Chambers on the second floor of City Hall. The following members were present: Mayor Robert Stocks, Brian Zirbes – Planning & Zoning, Mike Jacek – Building Safety & Zoning, Laura Bohlman – Police, Don Dishno – Fire, Stacy Winkelman – Streets & Solid Waste, Nathan Williams – Engineering, Maureen McBroom – Stormwater, Ryan Thurow – Park & Rec, and Deb Sybell - Manager of Economic Development and Strategic Initiatives.

Also in attendance were Nikki Zimmerman – Building Safety & Zoning, James Kuckkan of The Watertown Daily Times, and Ruth Mack and Bruce Loeb of Loeb & Co.

1. Call to Order

The meeting was called to order by Chairperson Brian Zirbes.

2. Approval of Minutes

A. Review and take action: Site Plan Review Minutes Dated April 13, 2026

Motion was made by Mike Jacek and seconded by Laura Bohlman to approve the minutes as submitted. Unanimously approved.

3. Business

A. Review and take action: 1018 S. Fifth Street Site Plan review

Ruth Mack and Bruce Loeb of Loeb & Co. were present. The applicant is proposing to construct a light industrial building to be rented out by the applicant to businesses in need of an industrial space. The building will be 4,980 sq ft in area with two units.

The following was presented by staff:

Fire:	Each suite will require its own fire extinguisher.
Building:	If the structure will be 50,000 cubic feet or over it will have to be reviewed by the state. If the structure is under 50,000 cubic feet, it can be reviewed at the city. For either review a set of architectural stamped plans will be required.
Police:	No concerns.
Mayor:	No concerns.
Stormwater:	An Erosion Control and Stormwater Runoff Permit will be required.
Engineering:	Asphalt or concrete pavement will be needed from the access drive (or street) to the parking area. The parking area will also need to be paved.
Zoning:	No comment.
Parks & Rec:	The proposed plantings are appropriate. Be aware of the property lines when planting.
Water/Wastewater:	Not present.
Streets/Solid Waste:	No concerns.
Econ. Development:	No concerns.
Legal:	Not present.

Motion was made by Maureen McBroom and seconded by Don Dishno to recommend approval of this item to the Plan Commission contingent upon:

-Review and approval of the Erosion Control & Stormwater Runoff Permit

-Asphalt or concrete pavement being installed from the access drive to the parking area and the parking area being paved.

Unanimously approved.

4. **Adjournment**

Motion was made by Stacy Winkelman and seconded by Robert Stocks to adjourn. Unanimously approved.

Respectfully submitted,
Nikki Zimmerman, Recording Secretary

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.