

SITE PLAN REVIEW COMMITTEE
September 11, 2023

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: Brian Zirbes of Building, Safety & Zoning; Maureen McBroom of Engineering and Stormwater Utility; Kristine Butteris of Park & Rec; Stacy Winkelman of the Street Department; Jeff Meloy of the Police Department; Tim Hayden of the Water/Wastewater Department; and Anthony Rauterberg of the Fire Department. Also in attendance were Nikki Zimmerman, Jorge Monterrey and Alex Rodriguez of The Strike Zone, Kevin Zubke of KAZ Construction, and Jim Coughlin and David Egan of St. Bernard's Cemetery.

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 July 24, 2023

Motion was made by Anthony Rauterberg and seconded by Stacy Winkelman to approve the July 24, 2023 Site Plan Review minutes as submitted. Unanimously approved.

3. Business

A. Review and take action: 311 S. Third Street – proposed indoor batting cages

Jorge Monterrey was present for this item. The proposal is for 3 batting cages and a point of service area.

The following was presented by staff:

Building:	There should be a final check on the exit lights and outlet(s).
Fire:	No comments.
Eng/Stormwater:	No comments.
Parks:	No comments.
Police:	No comments.
Streets:	Businesses must coordinate their own garbage pickup.
Water/Wastewater:	No comments.

Motion was made by Anthony Rauterberg and seconded by Maureen McBroom to recommend approval of this proposal to Plan Commission with inclusion of the above comments.

Unanimously approved.

B. Review and take action: 1508 Neenah Street – proposed open air pavilion

Schurz School is proposing to place an open air pavilion in their parking lot for picnic tables and shade for the students.

The following was presented by staff:

Building:	No comments.
Fire:	Verified specific location – it will be placed off the playground area.
Eng/Stormwater:	No comments.
Parks:	No comments.
Police:	No comments.
Streets:	No comments.
Water/Wastewater:	No comments.

Motion was made by Anthony Rauterberg and seconded by Maureen McBroom to recommend approval of this proposal to Plan Commission.

Unanimously approved.

- C. Review and take action: 515 Pearl Street (614 Milford Street) – proposed 1,040 sf garage for groundskeeping**
St. Bernard's Cemetery is proposing a 1,040 sf garage to replace the existing storage building on site. This will be to store maintenance items for the cemetery area.

The following was presented by staff:

Building:	No comments.
Fire:	No comments.
Eng/Stormwater:	If the project disturbs more than 3,000 sf of land, an erosion control permit will be required.
Parks:	No comments.
Police:	No comments.
Streets:	No comments.
Water/Wastewater:	No comments.

Motion was made by Anthony Rauterberg and seconded by Maureen McBroom to recommend approval of this proposal to Plan Commission.

Unanimously approved.

4. Adjournment

Motion was made by Anthony Rauterberg and seconded by Maureen McBroom 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.