

SITE PLAN REVIEW COMMITTEE
August 11, 2025

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, Mike Jacek – Building Safety & Zoning, Laura Bohlman – Police Department, Stacy Winkelman – Streets and Solid Waste, Andrew Beyer – Engineering, Nathan Williams – Engineering, Kristine Butteris – Park & Rec, Maureen McBroom – Stormwater.

Also in attendance were Nikki Zimmerman of Building Safety & Zoning, Manager of Economic Development and Strategic Initiatives Mason Becker, Bill Richter of Richter Heating & Air Conditioning, and Allen Genz of AG Contractors.

1. Call to Order

The meeting was called to order by Acting Chairperson Andrew Beyer.

2. Approval of Minutes

A. Review and take action: Site Plan Review Minutes Dated June 23, 2025

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

3. Business

A. Review and take action: 421 Water Tower Court office remodel and warehouse addition

Allen Genz of AG Contractors was present to explain the project. This is for a proposed 5,200 sf addition on the east side of the building as well as a small interior remodel. A proposed gravel area will be removed with cement/concrete being put in place instead.

The following was presented by staff:

Fire:	Don Dishno forwarded an email stating there are no notes or concerns for this project.
Building:	Plans are currently being reviewed by the state. Once approved, the building permit can be submitted along with the state-approved plans.
Police:	No comments.
Mayor:	No comments.
Stormwater:	An Erosion Control permit and plan will be required since this project will be greater than 3,000 sf of disturbance.
Engineering:	No comments.
Zoning:	Not present but notes were forwarded stating that a landscaping and lighting/photometric plan still needs to be submitted. This will be discussed with Brian Zirbes.
Parks & Rec:	No comments.
Water/Wastewater:	Not present.
Streets/Solid Waste:	No comments.

Motion made by Kristine Butteris, seconded by Maureen McBroom, to approve this item contingent upon submittal and approval of the Erosion Control permit and plan; landscaping plan, and lighting/photometric plan. Unanimously approved.

4. Adjournment

Motion was made by Kristine Butteris and seconded by Laura Bohlman 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.