

SITE PLAN REVIEW COMMITTEE

April 22, 2024

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; Doug Zwieg of Building, Safety & Zoning; Tanya Reyen and Chad Butler of the Fire Department; Jeff Meloy of the Police Department; Maureen McBroom of Stormwater Utility; Stacy Winkelman of the Street Department; Kristine Butteris of Park & Rec; Strategic Initiatives and Development Coordinator Mason Becker; and Jeff Meloy of the Police Department. Also in attendance were Nikki Zimmerman and Dan Maki.

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 March 11, 2204

Maureen McBroom Motion suggested an edit to Item 3C, 916 Labaree Street under the Stormwater comments to read as follows: "There was an erosion control and stormwater permit that was submitted and covers all of the phases. Be sure to submit updated plans for each phase to Maureen McBroom. Post construction stormwater controls will not be a part of this project and will be considered in future comprehensive park improvements instead." Motion was made by Doug Zwieg to accept the amendment, seconded by Maureen McBroom and unanimously approved.

3. Business

A. Preapplication Conference/Concept Review: 1508 Doctors Court Planned Unit Development (PUD)

Dan Maki was present to explain the project. This will be a Planned Unit Development (PUD) request for 1 apartment on the main level of the commercial building, which would be owner-occupied.

The following was presented by staff:

Building:	There are parts of the code that have to be met regarding windows that open and are made of glass. These would have to be shown on the plans. Doug Zwieg also has a suggestion on a hallway addition rather than the entrance coming into the bedroom.
Fire:	No comment.
Engineering:	No comment.
Stormwater:	With no exterior items being altered at this time, there is no comment.
Fire	No comment.
Streets and Solid Waste:	City does not provide garbage services for commercial properties.
Water/Wastewater:	No comments.
Police:	No comments.
Zoning:	No comments.
Parks:	No comments.
No action is required on this agenda item.	

4. Adjournment

Motion was made by Doug Zwieg and seconded by Kristine Butteris 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.