

SITE PLAN REVIEW COMMITTEE

April 28, 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: Laura Bohlman – Police Department, Brian Zirbes – Building Safety & Zoning, Mike Jacek – Building Safety & Zoning, Andrew Beyer – Engineering, Ritchie Piltz – Engineering, Nathan Williams – Engineering, Maureen McBroom – Stormwater.

Also in attendance were Nikki Zimmerman of Building Safety & Zoning and Mason Becker.

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 24, 2025

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

3. Business

A. Review and take action: 1 E. Main Street Site Review of Plaza Phase II ADA Compliant Ramp and Stairs and 112 S. First Street Parking Lot Reconstruction

Ritchie Piltz was present to explain this proposal which is to reconstruct the S. First Street parking lot this summer. It will be changed from a 1-entrance exit to a dedicated entrance and an exit. The number of stalls would remain the same. Permeable pavers would be installed down the center, there would be additional storm sewer installed as well. Parks will be removing the tree this week. 2 lights will be added with the ramp construction – one at the top and one at the bottom.

Maas Brothers Constructors would install an ADA-complaint concrete ramp from the Plaza down into the parking lot.

The following was presented by staff:

Building:	A building permit for the ramp and an electric permit for the lights will be required. If signs are added, a sign permit will be required. Since this is a city project all permit fees will be waived.
Police:	No comments.
Stormwater:	Contingent upon the review and issuance of Erosion & Stormwater Control permit.
Engineering:	No comments.
Zoning:	No comments.
Fire:	Emailed prior to the meeting that they had reviewed the plans and have no concerns.

Motion made by Mike Jacek and seconded by Maureen McBroom to approve this item and forward to Plan Commission contingent upon review and issuance of the Erosion & Stormwater Control permit.

Unanimously approved.

4. Adjournment

Motion was made by Maureen McBroom 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.