

SITE PLAN REVIEW COMMITTEE
December 22, 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, Brian Zirbes –Zoning, Maureen McBroom – Stormwater, Nathan Williams – Engineering, and Manager of Economic Development and Strategic Initiatives Deb Sybell.

Also in attendance were Nikki Zimmerman – Building Safety & Zoning; Robert Stangler; and Jason Laue of MSA.

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 November 24, 2025

Motion was made by Maureen McBroom and seconded by Mayor Stocks to approve the minutes as submitted. Unanimously approved.

3. Business

A. Discussion Only: 1225 N. Fourth Street proposed condo plat concept plan

Jason Laue of MSA presented the proposed condo plat concept plan. This would be for ten (10) duplex buildings at this location. The south five would be longer, ranch-style duplexes while the north five would be two-story units.

The following was presented by staff:

Fire:	Not present but provided the following items: -The Southern dead end will require a cul de sac or hammerhead turn around with proper signage and lane marking as Fire Lane-No Parking.
Building:	Not present but provided the following items: -Sanitary sewers will need to meet the cleanout requirements in SPS 382.35. It appears that the cleanouts are shown on the site plan but confirm. -Fire separation between the units will need to meet the requirements in SPS 321.08, but this will be covered when we get some building plans along with the permit applications. -If each unit has a separate parcel number, then a separate building permit will be required for each unit. Otherwise, we will do one building permit for each building.
Police:	Would prefer the driveways to be off Juneau Street due to the high flow of traffic on N. Fourth Street.
Mayor:	No comment.
Stormwater:	Would need the contamination remediation report for the work that was completed earlier this year. An Erosion Control and Stormwater Runoff Permit would need to be submitted. Basements are planned. The sidewalk should continue down N. Fourth Street. Soils report indicates a liner may be needed for the stormwater pond.
Engineering:	Would prefer the driveways to be off Juneau Street due to the high flow of traffic on N. Fourth Street. Sidewalk would be required on both Juneau Street and N. Fourth Street.
Zoning:	For the four units on Fourth Street, decks would not be allowed due to the setbacks. At-grade concrete slabs would be allowed, however.
Parks & Rec:	In future reviews, a landscape plan will need to be submitted. In addition, each unit would be subject to a Fee in Lieu of Dedication at the time of the condo plat submittal since there will not be any parkland dedicated. There will also be Park Improvement Fee that would be due at the time of the building permit issuance.
Water/Wastewater:	Not present but provided the following items: laterals must be hooked up directly to the mains in the street.
Streets/Solid Waste:	The duplexes would be eligible for city garbage and recycling pickup. However, the trucks would not be able to drive on the private road since they would likely damage the road relatively quickly. Residents could place the cards on Fourth Street or Juneau Street or the developer could have

private dumpsters placed for the residents to use as well. Street opening permits will be needed for opening the road to tie into the water mains.

Econ. Development: No comments.

No motion was needed for this item as it was discussion only.

4. Adjournment

Motion was made by _____ and seconded by _____ 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.