

**SITE PLAN REVIEW COMMITTEE**  
**November 25, 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, Mike Jacek, Mason Becker, Mike Zitelman Tanya Reynen, Laura Bohlman, Andrew Beyer, Doug Zwieg, Maureen McBroom, and Stacy Winkelman. Mayor Emily McFarland joined virtually.

Also in attendance were Nikki Zimmerman, John Donovan of Bielinski Development, Jason Daye of Excel Engineering, and Scott Kwiecinski of Horizon.

**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 September 9, 2024**

Motion was made by Doug Zwieg and seconded by Tanya Reynen to approve the minutes as submitted. Unanimously approved.

**3. Business**

**A. Review and take action: Hunter Oaks Planned Development Amendment**

John Donovan of Bielinski Development was present to explain the proposal. This entails changes to Area Cb on the General Development Plan approved in June 2024. There are some wetlands in this area, so the site plan and lot layouts had to be revised. Belmont Drive will connect to Steeplechase Drive, 4 lots and a cul de sac have been removed. Items included will be naming of the subdivision to The Enclave, the minimum lot street width will be 45'. Minimum lot width and setbacks have been changed.

The following was presented by staff:

Building:	No comments.
Fire:	Hydrants shall be no more than 300' apart and no closer than 40' to any building. There needs to be a hydrant at the end of each cul-de-sac. Multifamily area plans will need to be reviewed for standpipes and systems.
Water/Wastewater:	No comments.
Police:	No comments.
Stormwater:	There will be a permit application required for Phase 2. Details will be discussed at that point.
Engineering:	No comments.
Streets and Solid Waste:	No comments.
Zoning:	The plat will be forthcoming at a future date.

Motion made by Doug Zwieg to recommend to Plan Commission with the requirements as set forth by the Fire Department of: Hydrants shall be no more than 300' apart and no closer than 40' to any building; a hydrant at the end of each cul-de-sac; and multifamily area plans will need to be reviewed for standpipes and systems. Seconded by Tanya Reynen. Unanimously approved.

**B. Review and take action: Site Plan for Lumin Terrace Apartments**

This is for a proposed apartment complex by The Collective. Scott Kwiecinski from Horizon and Jason Day of Excel Engineering were present to explain the proposed project. This is for a 92-unit multi-family housing project which is part of the Rock River Ridge Development on a 9.3 acre site. There will be 4 different structures three 24-unit buildings and one 120-unit building. There will be a combination of 1, 2, and 3 bedroom units. Parking meets city codes, there will be two trash enclosures and a dog run area as well as a pavilion.

Building:	State plans will be required. Asked about storage. The units are adequately sized. There are no garages or basements. Bike storage and bike racks will be outside.
Fire:	Fire sprinkler systems will require a hydro flush test with gallon per minute, above ceiling and final inspections. The Fire Department will reach out to the applicant with the information on specific items. On page C1.1 of the plans there needs to be 3' of clearance. Knox Boxes will be required, and signs for the system.
Water/Wastewater:	No comments.
Police:	No comments on this build. With the city growth, there may be some additional needed staff at some point.

Stormwater: No comments. Plans are being reviewed at this time.

Engineering: Private sewer and water system comments were forwarded by the Water Systems Manager. Verified that this is being resolved. There will be no public dedication to this project. Sidewalk extension timeline will be discussed between Engineering and the applicants.

Streets and Solid Waste: Private company will be required to pick up the trash and recycling.

Parks: No comments.

Zoning: No comments.

Motion made by Maureen McBroom and seconded by Doug to approve with the contingency of items being completed with the Fire Department, as discussed, and state plans being submitted to the Building, Safety and Zoning Department with the building permit application. Unanimously approved.

**C. Review and take action: 1911 Gateway Drive Site Plan**

This will be postponed to a future meeting, per the applicant's request.

**D. Adjournment**

Motion was made by Andrew Beyer and seconded by Mike Jacek 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.**