

SITE PLAN REVIEW COMMITTEE
June 23, 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, Tanya Reynen – Fire Department, Mike Zitelman – Water/Wastewater Departments, Nathan Williams – Engineering, Andrew Beyer – Engineering, Stacy Winkelman – Streets & Solid Waste, Jon Caucutt – Police Department.

Also in attendance were Nikki Zimmerman of Building Safety & Zoning, Manager of Economic Development and Strategic Initiatives Mason Becker, Sonia Merkt, Chris Oddo, Angela Brzowski, Bob Wolf, Jim Becker, Mario Perez Rivera, and Alondra Perez.

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 June 9, 2025

Nathan Williams noted there is an error in Item 3B whereas it states that Mike Jacek made and seconded the motion. This will be corrected to read "Motion was made and seconded". Motion was made by Mike Zitelman and seconded by Tanya Reynen to approve the minutes with the revision of the motion. Unanimously approved.

3. Business

A. Review and take action: 309 S. Third Street site plan review for proposed new kitchen and exterior storefront

Chris Oddo of Insite Consulting Architects was present to explain the project. This is for an existing restaurant/grocery store. The desire is to replace the paneling with metal paneling and clearer, larger signage. The kitchen will be made larger by using a storage area off the kitchen.

The following was presented by staff:

Fire:	The NFPA 1 Code should be followed. Questions on the hood system were answered. Will connect to discuss additional items that will be needed. Also, the address numbers shall be placed on the building front no less than 4" in height or 1" in height for every 10 feet from the center of the roadway, whichever is greater.
Building:	Regarding the size of the signage, touch base with staff to verify it matches code.
Police:	No comments.
Mayor:	No comments.
Stormwater:	No comments.
Engineering:	No comments.
Zoning:	No comments.
Parks & Rec:	Absent.
Water/Wastewater:	Would like additional information on the containment for the grease waste. This will be forwarded.
Streets/Solid Waste:	No comments.

Motion made by Tanyra Reynen, seconded by Mike Jacek, to approve this item contingent upon the Fire Department and Water/Wastewater requirements. Unanimously approved.

B. Review and take action: 110 S. Church Street site plan review for St. Bernard proposed parking lot area

Angela Brzowski of McGroup, LLC and St. Therese of Lisieux Parish was present to explain this proposed project. There is a need for additional parking and handicap accessibility dropoff at the St. Bernard Church location.

The following was presented by staff:

Fire:	No comments.
Building:	A demolition has been planned and the application and permit has been submitted for a house and a garage currently on the premises.
Police:	No comments.

Mayor:	No comments.
Stormwater:	A stormwater and erosion control permit will need to be submitted, reviewed, and approved.
Engineering:	No comments.
Zoning:	A lighting plan will have to be submitted.
Parks & Rec:	Absent.
Water/Wastewater:	No comments.
Streets/Solid Waste:	No comments.

Motion made by Tanya Reynen, seconded by Mike Zitelman, to approve this item contingent upon the submittal and approval of a stormwater and erosion control permit and the submittal of a lighting plan. Unanimously approved.

4. **Adjournment**

Motion was made by Tanya Reynen and seconded by Mike Zitelman 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.