

SITE PLAN REVIEW COMMITTEE
September 8, 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, Brian Zirbes – Building, Safety & Zoning, Maureen McBroom – Stormwater, Nathan Williams – Engineering, Laura Bohlman – Police Department, Stacy Winkelman – Streets and Solid Waste, Mike Zietlman – Water and Wastewater, and Kristine Butteris – Parks.

Also in attendance were Nikki Zimmerman. Ross Grunwald of Niemann Foods, Inc. joined virtually.

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 August 25, 2025

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

3. Business

A. Review and take action: 401 Bernard Street Site Review

Ross Grunwald was present to explain the proposed project. The desire is to refresh the exterior of the building. Metal needs to be replaced/updated, an overhead glass garage door will be installed to the left end of the ACE portion of the building where the rental equipment is distributed, the parking lot will have a mill and relay, and the sign on the front of the building will be updated.

The following was presented by staff:

Fire:	Not present.
Building:	A building permit will be needed for the overhead glass garage door on the rental portion and sign permits would be required for any new signage.
Police:	No comments.
Mayor:	No comments.
Stormwater:	Will discuss this project further with the applicant to determine if an erosion control and stormwater permit would be needed.
Engineering:	No comments.
Zoning:	The parking issue has been appropriately addressed.
Parks & Rec:	No comments.
Water/Wastewater:	No comments.
Streets/Solid Waste:	No comments.

Motion made by Maureen McBroom and seconded by Kristine Butteris to approve this item and forward to Plan Commission contingent upon review and approval of the Erosion Control and Stormwater Runoff permit if necessary as well as the building permit and sign permit.. Unanimously approved.

4. Adjournment

Motion was made by Mike Jacek and seconded by Mike Zietlman 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.