

SITE PLAN REVIEW COMMITTEE
January 23, 2023

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 Emily McFarland; Brian Zirbes of Building, Safety & Zoning; Doug Zwieg of Building, Safety & Zoning; Jeff Meloy of the Police Department; Kristine Butteris of Parks, Recreation & Forestry; Tim Hayden of the Water Department; Maureen McBroom of Stormwater Utility and Engineering; Anthony Rauterberg of the Fire Department; and Matt Willmann of the Street Department. Also in attendance were Nikki Zimmerman of Building, Safety & Zoning; Mason Becker of Strategic Initiatives and Development; Evan Reis-Green of Hearing Protection, LLC; Tracy Brown of JSD Professional Services, Inc.; and David O'Brien of Bayland Buildings.

1. Call to Order

The meeting was called to order by Chairperson Brian Zirbes.

2. Review and approve Site Plan Review Committee Minutes Dated December 12, 2022

Motion was made by Doug Zwieg and seconded by Kristine Butteris to approve the December 12, 2022 Site Plan Review minutes as submitted. Unanimously approved.

3. Review and take action: 801 S. Twelfth Street – Building addition and new parking lot construction

David O'Brien explained the proposed project. Griffin Armament is proposing an addition consisting of manufacturing and offices. There will also be a second floor with offices and a breakroom. The exterior of the building will match the existing building.

The following was presented by city staff:

Stormwater/Engineering: Regarding the new entrances on Twelfth Street, some curb cut permits and sidewalk permits will be required through the Engineering Department. If any staging occurs within the public right of way, a Permit to Occupy the Right of Way would be required through the Engineering Department as well. A stormwater permit application and packet must be submitted to Maureen McBroom of the Engineering Department. There is a stormwater utility credit program available.

Police: Asked about the firing range and if it would be open to the public. It was confirmed that the firing range will not be open to the public and is for testing and demonstrative purposes only.

Fire: A Knox Box will be required. An inspection, including a sprinkler test will be required.

Building: Plans will have to go to state for review and the subcontractors will have to pull their permits.

Mayor: Voiced support

Motion was made by Doug Zwieg and seconded by Maureen McBroom to recommend approval to the Plan Commission for this item as submitted with the following conditions:

- A) Approval of a stormwater permit.
- B) Installation of a Knox Box.
- C) Appropriate permits being pulled through the Building, Safety & Zoning Department.

Unanimously approved.

4. Adjournment

Motion was made by Emily McFarland and seconded by Maureen McBroom 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.