

SITE PLAN REVIEW COMMITTEE
May 13, 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 of Building, Safety & Zoning; Mayor Emily McFarland; Doug Zwiig of Building, Safety & Zoning; Mike Zitelman of the Water Department; Tanya Reyen of the Fire Department; Maureen McBroom of Stormwater; Stacy Winkelman of the Street Department; and Strategic Initiatives and Development Coordinator Mason Becker. Also in attendance were Nikki Zimmerman, Tim Pooler, Tom Reiss, Jr., and Bert Zenker of MSI General. Virtually present via GotoMeeting was Aleric Huebner.

1. Call to Order

The meeting was called to order by Chairperson Brian Zirbes.

A. Roll Call

Roll call was completed.

2. Approval of Minutes

A. Review and take action: Site Plan Review Minutes Dated April 22, 2204

Motion was made by Doug Zwiig and seconded by Stacy Winkelman to approve the minutes as submitted. Unanimously approved.

3. Business

A. Review and take action: 1781 River Drive – airplane hangar

The applicant, Tim Pooler was present to explain the project. This is for a 50' x 70' hangar which will consist of a pole building and shop in the interior.

The following was presented by staff:

Building:	This will be considered personal property so the building application for 1-2 family is what should be submitted. The applicant asked a question regarding the distance required between the building and the transformer. Building Inspector Doug Zwiig stated the applicant should speak with WE Energies regarding this.
Fire:	The exits should be properly marked. The garage doors don't count as means of egress. Also ensure that proper amount of fire extinguishers are present.
Stormwater:	-This site will require an Erosion Control & Storm Water Runoff Permit. There is a storm sewer pipe to the south of the proposed building; this should be shown on the grading plan sheet. Any grading should be at least 10-15 feet (preferably 15 feet) north of the storm pipe. -Today's approval is conditional with review and approval of the Erosion Control & Storm Water Runoff Permit. - The applicant asked about a culvert for a driveway in the ditch area. This question will be reviewed by Engineering/Stormwater staff and they will reach out to the applicant with the size of the culver that would be required.
Fire	No comment.
Streets and Solid Waste:	No comments.
Water/Wastewater:	No comments.
Police:	No comments.
Zoning:	No comments.

Motion was made by Doug Zwiig and seconded by Mike Zitelman to approve this item contingent upon:

- Review and approval of the Erosion Control & Storm Water Runoff Permit and plans.
- Proper marking of the exits.
- Proper amount of fire extinguishers.

Unanimously approved.

B. Review and take action: 1207 Boomer Street – 2 additions

Bert Zenker of MSI General was present to explain the project. This is for 59,200 sf to the west and a 606 sf boiler room to the east. The exterior would match the existing building.

The following was presented by staff:

Building:	The plans will have to go to state for review. Verify the height will be okay with the airport.
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- Fire: -Sprinkler systems should be appropriate for the building size.
-Verify exits are also appropriate.
-Ensure doors are clearly numbered for emergency purposes.
- Stormwater: -The conceptual stormwater management approach sounds good. Additional details, including a maintenance agreement and plan, will need to be submitted along with the Erosion Control & Storm Water Runoff Permit.
-A copy of the NOI (Notice of Intent) is required.
-The City has reached out to Bureau of Aeronautics (BOA) for any comments or conflicts with the airport Runway Protection Zone (RPZ). S. Twelfth Street was identified for relocation in a previous airport planning document; a decision has not been made on whether S. Twelfth Street may eventually be relocated or not. Expansion to the west of the existing building is at the owner's risk. The northwest corner of the property is within the runway approach area. There are height concerns that need to be addressed. There is a 2017 plan that will be shared with the MSI and if a more updated plan is released, that will be shared as well.
-Confirm that access points from Boomer Street to building addition area are being removed. If not, city access standards need to be met.
-Approval is conditional with review and approval of the Erosion Control & Storm Water Runoff Permit and feedback or approval from BOA.
- Fire No comment.
- Streets and Solid Waste: No comments.
- Parks: No comments.
- Water/Wastewater: No comments.
- Mayor: Expanded warehousing and industrial space is needed in the city. City staff will be working with the applicant to work through the various steps.
- Zoning: -Have a rendering of the exterior of the building for Plan Commission.
-There needs to be 1 parking space per 2,000 sf of gross floor area.
-Submit an exterior lighting plan.
-The loading dock should have an apron space, so trucks don't have to back up from the road. The setback area should also not be used for trucks. This can be discussed with staff.

Motion was made by the Mayor and seconded by Maureen McBroom to approve this item contingent upon:

- Review and approval of the Erosion Control & Storm Water Runoff Permit, including a maintenance agreement and plan.
- Submittal of a copy of the NOI.
- Where the driveway access will be (on Boomer Street or an alternate location).
- Feedback or approval from the Bureau of Aeronautics regarding the Runway Protection Zone and the potential road relocation.
- Building plans going to state for review.
- Ensure sprinkler systems meet code.
- Verify exits are also appropriate.
- Ensure doors are clearly numbered for emergency purposes.
- There needs to be 1 parking space per 2,000 sf of gross floor area.
- Submittal of an exterior lighting plan.
- Discuss the loading dock area with Engineering staff

Unanimously approved.

4. **Adjournment**

Motion was made by Mayor and seconded by Doug Zwieg 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.