

SITE PLAN REVIEW COMMITTEE
February 12, 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: Mayor Emily McFarland; Brian Zirbes of Building, Safety & Zoning; Andrew Beyer of Engineering; Maureen McBroom of Stormwater Utility; Stacy Winkelman of the Street Department; Mike Zitelman of the Water/Wastewater Department; Kristine Butteris of Park & Rec; Strategic Initiatives and Development Coordinator Mason Becker; Jeff Meloy of the Police Department, and Anthony Rauterberg of the Fire Department. Also in attendance were Nikki Zimmerman, Ruth Mack, Bruce Loeb, Margaret and Brad Hayes, Pete Weston, and Chris McGuire of McCon Building Corporation. Fred Runde 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 January 22, 2024

Motion was made by Stacy Winkelman and seconded by Anthony Rauterberg to approve the January 22, 2024 Site Plan Review minutes as submitted. Unanimously approved.

3. Business

A. Review and take action: 1110 S. Tenth Street & 1111 S. Tenth Street – proposed salvage yard/recycling center

Applicants Ruth Mack and Bruce Loeb were present to answer any questions.

The following was presented by staff:

Building:	Building Inspector Doug Zweg was not present in person but provided notes that stated if there is any building, electrical, plumbing, or HVAC work done, be sure to pull the proper permits. A building permit will require architectural plans. There is nothing currently planned at this point.
Fire:	An exterior Knox Box will need to be installed.
Engineering:	Would like copies of permits of the site, a plan to prevent tracking in the street, details for stormwater best management practices features on site, and maintenance plans for the stormwater best management practices.
Stormwater:	No comments.
Streets and Solid Waste:	No comments.
Water/Wastewater:	No comments.
Police:	No comments.
Zoning:	No comments.
Parks:	No comments.

Motion was made by Emily McFarland and seconded by Andrew Beyer to recommend approval of this proposal to Plan Commission with contingent upon submittal of stormwater best management practices, maintenance plans for stormwater best management practices, and an exterior Knox Box.

Unanimously approved.

B. Review and take action: 1722 S. Church Street – Culver’s addition

Chris McGuire was present to describe the proposed project. The proposal is for a dining room addition on site. The HVAC would be updated, as well as the hoods in the kitchen. The store would be closed to the public for about 10 days during the construction.

The following was presented by staff:

Building:	Building Inspector Doug Zweg was not present in person but provided notes that stated the plans can be reviewed in-house.
Fire:	No comments.
Engineering:	No comments.
Stormwater:	If 3,000 sf of land disturbance or concrete work, a Stormwater Erosion Control Permit will be required.
Police:	No comments.

Streets and Solid Waste: No comments.

Water/Wastewater: No comments.

Zoning: The landscaping points will have to be calculated. Mr. McGuire stated there will be a deficiency in trees. Asked about shrubs. The outdoor seating will not be allowed at this point. The ordinance will be updated in the near future (hopefully within a 4-month period) which will then allow for this use by right.

Parks: No comments.

Mayor: Excited to see these adjustments which should alleviate some of the issues when the restaurant is busy.

Motion was made by Emily McFarland and seconded by Stacy Winkelman to recommend approval of this proposal to Plan Commission contingent upon an approved landscape plan, outdoor seating, and Stormwater Erosion Control Permit.

Unanimously approved.

C. Review and take action: 717 W. Main Street – site plan for two proposed buildings

Brad Hayes described the proposed project. The proposal is for commercial condos on site. Construction is proposed for Spring 2024.

The following was presented by staff:

Building: Building Inspector Doug Zwiag was not present in person but provided notes that stated the plans can be reviewed in-house.

Fire: Individual Knox Boxes will be required.

Engineering: No comments.

Stormwater: An erosion control permit would be required because over 3,000 sf of land will be disturbed.

Police: No comments.

Mayor: This will be an excellent reuse of the current space.

Streets and Solid Waste: No comments.

Water/Wastewater: No comments.

Zoning: No comments.

Parks: No comments.

Motion was made by Emily McFarland and seconded by Kristine Butteris to recommend approval of this proposal to Plan Commission with inclusion of the above items.

Unanimously approved.

4. Adjournment

Motion was made by Andrew Beyer and seconded by Emily McFarland 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.