

SITE PLAN REVIEW COMMITTEE
March 13, 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: Brian Zirbes of Building, Safety & Zoning; Doug Zwieg of Building, Safety & Zoning; Emily Mayor McFarland; Jeff Meloy of the Police Department; Kristine Butteris of Parks, Recreation & Forestry; Mike Zitelman of the Water Department; Maureen McBroom of Stormwater Utility and Engineering; Andrew Beyer of Engineering; Anthony Rauterberg of the Fire Department; and Stacy Winkelman of the Street Department. Also in attendance were Mason Becker; Nikki Zimmerman; and John Donovan of Bielinski Homes.

1. Call to Order

The meeting was called to order by Chairperson Brian Zirbes.

2. Review and approve Site Plan Review Committee Minutes Dated February 27, 2023

Motion was made by Doug Zwieg and seconded by Andrew Beyer to approve the February 27, 2023 Site Plan Review minutes as submitted. Unanimously approved.

3. Preapplication Conference and Concept Plan: Hunter Oaks Planned Unit Development Plan (PUD) General Development Plan (GDP)

John Donovan of Bielinski Homes was present to describe the proposed project. The properties are currently zoned Planned Unit Development (PUD), however, they have no current General Development Plan. The proposal looks to revise an expired General Development Plan from 2017. The proposal consists of 27 two-family Ranch Style Condominiums, 34 two-family Sabrina Ranch Style condominiums, and 91 single-family home lots. A developer's agreement is also being drafted which will dedicate a neighborhood park and transfer a detention pond to the City. The roads will be considered privately owned. There is also a plan to vacate Belmont Drive as a public road.

The following was presented by city staff:

Fire:	Ensure the width of the streets will be wide enough for emergency vehicles.
Police:	Nothing at this time.
Water:	Nothing at this time.
Streets:	Nothing at this time.
Parks:	Confirm that the boulevard trees will be within the city landscape ordinances and guidelines.
Stormwater:	Each phase will need to meet the stormwater and DNR requirements at the time of construction. Wetlands may need to be delineated at the time of construction. Review for need of a maintenance agreement will have to take place with each phase.
Engineering:	<p>-On the second page of the draft General Development Plan, it states "Belmont Road". That should read "Belmont Drive".</p> <p>-Under the Dedication Section, the park should be Area I. It currently states Area J and that park is already dedicated.</p> <p>-In the second paragraph of the Dedication – the rights of way will need additional detail for clarification purposes. Right-of-way located in Area H-2 (Phase I) will be improved prior to park & pond dedication.</p> <p>-Each individual phase will need an Erosion Control permit before construction.</p>
Building:	Nothing at this time.
Mayor:	<p>-Under the Dedication section of the General Development Plan draft, the end of the first paragraph states that the City would obtain the neighborhood park and the right of way in the Developers Agreement for H2-PH1-4. John Donovan confirmed that this is a misprint. It should be Areas I and K will be dedicated to the city with Phase H-2 (PH. 1).</p> <p>-Reiterated that, even if the road is private, it needs to be wide enough for emergency and garbage vehicles.</p>

No action needs to be taken on this item since it is discussion only.

4. Adjournment

Motion was made by Doug Zwieg and seconded by Anthony Rauterberg 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.