

SITE PLAN REVIEW COMMITTEE
May 8, 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; Maureen McBroom of Stormwater Utility and Engineering; Mayor Emily McFarland; Strategic Initiatives and Development Coordinator Mason Becker; Kristine Butteris of Park & Rec; Stacy Winkelman of Streets; and John Duvernell of the Fire Department. Also in attendance were: Recording Secretary Nikki Zimmerman. Joining virtually were Chris McGuire and Emily Bublit of McCON Building Corporation.

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 April 24, 2023

Motion was made by Doug Zwieg and seconded by Emily McFarland to approve the April 24, 2023 Site Plan Review minutes as submitted. Unanimously approved.

3. Business

Due to a representative not being present for 1748 River Drive, the order was changed to discuss 1722 S. Church Street first.

B. Review and take action: 1722 S. Church Street – Culver's second drive thru

Representative Chris McGuire was present virtually to discuss a proposed second drive thru at Culver's. The second drive thru will hopefully assist with a better flow of traffic.

The following was discussed by staff:

Fire Department:	Contact the Fire Department for an inspection before officially opening the second drive thru for public use.
Parks:	No comments
Stormwater/Eng:	No comments
Mayor:	Excited about the project and believes this will assist in alleviating current traffic flow issues on the frontage road and Highway 26.
Zoning:	<p>The following needs to be clearly shown on the site plan:</p> <ul style="list-style-type: none">-The pedestrian crosswalks must be clearly marked.-The overhead canopy specs must be added (shall not exceed 20 feet in height).-The concrete/paved surface must be appropriate for a minimum of a four-ton axle load.-The drive-up lane shall have a minimum stacking length of 100 feet behind the pass-through window and 40 feet beyond the pass-through window.-The parking requirements must still be met which is one space per every three patron seats or one space per three persons at the maximum capacity of the establishment (whichever is greater).
Building:	Stamped architectural plans must be submitted with the building permit.
Streets:	No comments

Motion was made by Doug Zwieg and seconded by Kristine Butteris to recommend approval of this proposal to Plan Commission with the conditions of the Fire Department, Zoning Department, and Building Department stated above.

Unanimously approved.

A. Review and take action: 1748 River Drive – new airplane hangar

A representative was not present to discuss this matter. The proposal is for a 64-foot x 84-foot hangar at the Watertown Municipal Airport for private use by the local EAA Chapter #320.

The following was presented by staff:

Fire Department:	The Fire Department needs to know which Group Number (1, 2, or 3) the hangar will be so the correct code requirements (i.e. sprinklers, etc.) are clear. In addition, the Fire Department shall be contacted for an inspection before official use.
Parks:	No comments
Stormwater/Eng:	An erosion control permit will be required for this project. For notation in the future for the airport, though a stormwater BMP will not be required for this project, it will be needed in the future once the threshold has been reached.

Mayor: Typically, there is a lease that is submitted with this information.

Zoning: No comments

Building: Stamped architectural plans must be submitted with the building permit.

Streets: No comments

Motion was made by Emily McFarland and seconded by Doug Zwieg to recommend approval of this proposal to Plan Commission with the conditions of the final inspection by the Fire Department, the erosion control permit through the Engineering Department, and stamped plans to the Inspection Department.

Unanimously approved.

4. Adjournment

Motion was made by Doug Zwieg and seconded by Kristine Butteris 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.