

SITE PLAN REVIEW COMMITTEE
March 24, 2025

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, Mason Becker, Mike Jacek, Stacy Winkelman, Andrew Beyer, Nathan Williams, Maureen McBroom, Tim Hayden, and Thomas Koerner.

Also in attendance were Nikki Zimmerman, Mason Becker, Timothy Sullivan, Alex Josue Blandon Robles of Latinos Supermarket, Joel Vaness of Abacus Architects, Daniel Benninger, Jerry Heller and Deb Heller of D & J Sports Bar, Amber Yelk of Sassy Sweets, Bill Edington of Heritage Military Music Foundation, Tony Stenzel of Lakeside Construction, Eric Halbur and Mark McClintock of Abacus Architects, and Konrad Roznik and Chris Merlein of North Town Partners.

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 February 24, 2025

Motion was made by Tim Hayden and seconded by Andrew Beyer to approve the minutes as submitted. Unanimously approved.

3. Business

A. Review and take action: 100 E. Division Street initial review of site plan for zoning map amendment, planned development overlay map amendment, and zoning text amendment

Konrad Roznik of North Town Partners was present. The proposal is for a 65-unit apartment building with a mix of 1-3 bedroom units and 3 individual 3-bedroom town homes in a community called the Ox Bow. This would be a high-end housing community.

The following was presented by staff:

Building:	A fire-rated wall - a full separation wall with no separation. The state would require a variance for the opening in the parking garage since this spans county lines.
Water/Wastewater:	Will this need a 6" service? If so, there is a 6" main and 4" lateral currently. The 4" would have to be increased to the 6".
Stormwater:	Stormwater plans will be needed. The approval would be contingent upon review of the Stormwater & Erosion Control permit. DNR requirements will be in play with it being over 1 acre.
Engineering:	Parking lot must meet all ADA requirements including handicap stalls, curb ramps, etc. The concrete path along the riverside is intended for tenant use with potential future use for the public. The lighting plan shall be submitted. The southern end of the concrete path will be more of a plaza/walkway. The landscaping plan will not have any plantings in the right of way. The seawall needs to be confirmed that the condition is appropriate for the river walk.
Fire:	Page A302 of the plans mention a skywalk. There was verification that this will be enclosed if it is built. There were questions on the addressing. Sprinkler and fire systems will be in the design of the second building.
Streets:	Verified that there will be private garbage and recycling.
Parks:	There will be Park Fees in Lieu of Dedication and Park Improvement Fees required.
Mayor:	Is excited by this project.
Zoning:	There should be some enhancing of the southern building entrance with a canopy similar in style to the main entrance. This is the location the southern building will be addressed from. There will be 1 main entrance but both entrances need to be clearly marked.

Motion made by Emily McFarland and seconded by Maureen McBroom to approve this item and forward to Plan Commission contingent upon:

- Review and approval of the stormwater & erosion control permit.
- State variance approval
- Enhancing the southern entrance with scaled addressing
- ADA compliance in the parking lot

Unanimously approved.

B. Review and take action: 1504 S. Church Street

Alex Josue Blandon Robles was present. There is currently a grocery store at this location. This approval is required for the restaurant portion which is also going to Plan Commission to obtain a conditional use permit.

The following was presented by staff:

Building:	All fire, electrical, exit lighting and plumbing issues must be addressed with permits being obtained.
Water/Wastewater:	No comments.
Stormwater:	No comments.
Engineering:	No comments.
Fire:	Needs to verify that the new hood that has been installed is correct and any other requirements have been addressed.
Streets:	No comments.

Motion made by Mike Jacek and seconded by Tim Hayden to approve this item and forward to Plan Commission. Contingent upon:

- Approval of the hood system.
- Fire Department inspection.
- Submittal and approval of required permits with final inspections completed.

Unanimously approved.

C. Review and take action: 116 W. Main Street retail bakery with customer seating

Amber Yelk was present. This is for a proposed bakery with customer seating.

The following was presented by staff:

Building:	No comments.
Water/Wastewater:	No comments.
Stormwater:	No comments.
Engineering:	No comments.
Fire:	Asked about the convection oven. It is a fully ventless convection oven. Asked about the set of stairs on the plans. These are accessible to the basement only. What is the distance between the stairs and the case? Is this ADA compliant? The case is actually 8' to the left and against the wall. It meets ADA compliance.
Streets:	No comments.
Mayor:	Grateful for the downtown investment.

Motion made by Stacy Winkelman and seconded by Mike Jacek to approve this item and forward it to Plan Commission

Unanimously approved.

D. Review and take action: 301 E. Main Street bar and grill

Jerry and Deb Heller were present. They are moving their bar and grill to this location.

The following was presented by staff:

Building:	For any potential future work, ensure that permits are taken out.
Water/Wastewater:	No comments.
Stormwater:	No comments.

- Engineering: No comments.
- Fire: There is currently a Knox Box on the outside of the building that is currently 20' high. It should be moved so that it's no higher than 6' high.
- Streets: No comments.

Motion made by Emily McFarland and seconded by Stacy Winkelman to approve this item and forward it to Plan Commission contingent upon:

- Knox Box being moved to no higher than 6' for accessibility.

Unanimously approved.

E. Review and take action: 1013 S. Fifth Street review of storage building site plan

Tony of Lakeside Construction was present. The proposal is for construction of a 42' x 75' building to house a truck and trailer. The building will have a white roof with black trim.

The following was presented by staff:

- Building: Plans must be approved by the State of Wisconsin. Then submit the building permit application for review and approval.
- Water/Wastewater: Verified that there will not be any installation of floor drains or water at this time.
- Stormwater: The Erosion Control application has been received and is being reviewed.
- Engineering: The east side of the building should have pavement rather than gravel. The access will be off of S. Fifth Street which currently is an unimproved road. The department will review records to see if there are any further requirements needed for this project.
- Fire: Exit lights should have egress illumination to be built in or a separate unit and there should be a fire extinguisher at each door.
- Streets: No comments.

Motion made by Emily McFarland and seconded by Andrew Beyer to approve this item and forward it to Plan Commission contingent upon:

- State of Wisconsin plan approval
- Approval of the Erosion Control permit
- Exit light illumination
- Fire Extinguisher placement
- Improved right of way

Unanimously approved.

F. Review and take action: 318 Union Street – Temporary Use

Owner Daniel Benninger was present. There was a fire at this location. The request is for a 33' trailer to be placed in the driveway of the property for the owner to live in until the fire renovations are completed.

The following was presented by staff:

- Building: Verified that a temporary electrical service will be installed. Also stated that the proper backflow prevention is included with any plumbing on the property. Also, the RV shall be placed off the property line as far as possible. Ensure permits are submitted for the temporary service and other work for the fire renovation.
- Water/Wastewater: No comments.
- Stormwater: No comments.
- Engineering: No comments.
- Fire: No comments.
- Streets: No comments.

Zoning:

The Temporary permit would be good for 6 months and then would need to be revisited, if needed.

Motion made by Mike Jacek and seconded by Emily McFarland to approve this item and forward it to Plan Commission contingent upon:

- Location of the RV being close to the house
- Submittal of the required permits.

Unanimously approved.

4. Adjournment

Motion was made by Emily McFarland and seconded by Tim Hayden 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.