

SITE PLAN REVIEW COMMITTEE
February 24, 2025

The Site Plan Review Committee met on the above date at 130 P.M. in the Council Chambers on the second floor of City Hall. The following members were present: Brian Zirbes, Mason Becker, Mike Jacek, Stacy Winkelman, Kristine Butteris, Andrew Beyer, Nathan Williams, Maureen McBroom, Laura Bohlman, Mike Zitelman, Tanya Reynen, Don Dishno, and Thomas Koerner.

Also in attendance were Nikki Zimmerman, Will Wendorff, Tanya Powers, Eric Halbur, Felipe Vasquez, Jacob Norberte, Mike Osowski, Sonia Merkt, Chris Oddo, and Mario Perez.

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 December 9, 2024

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

3. Business

A. Review and take action: 1222 Perry Way site plan review for addition and remodel

Eric Halbur of Abacus Architects was present. Add much needed parking for employees as well as some additional storage and mechanical space.

The following was presented by staff:

Building:	Plan review will have to go to the State of Wisconsin DSPS for review.
Water/Wastewater:	No comments.
Police:	No comments.
Stormwater:	The Stormwater Management Plan and construction plans have been sent in. The Erosion Control and Stormwater Runoff permit still has to be submitted. The projection for that to be submitted is within the next couple of days.
Engineering:	No comments.
Fire:	Fire alarm & fire protection systems have to have applications submitted and approved and don't impede access roads
Streets:	No comments.
Parks:	No comments.

Motion made and seconded to approve this item and forward to Plan Commission contingent upon:

- Erosion Control and Stormwater Runoff permit review and approval
- Fire alarm & fire protection systems must have applications submitted and approved

Unanimously approved.

B. Review and take action: 120 W. Main Street proposed café remodel

Will Windorff was present. This building used to be Watertown Siding with the intention of making it into a café. Remodeling will not affect the upper apartments or load-bearing walls.

The following was presented by staff:

Building:	No comments.
Water/Wastewater:	No comments.
Police:	No comments.
Stormwater:	No comments.
Engineering:	No comments.

- Fire: Hot food would be limited to the panini press. If any additional items would be desired, further approvals would be required.
- Streets: Garbage collection must be obtained privately. Recycling services can be obtained.
- Parks: None.

Motion made and seconded to approve this item and forward to Plan Commission.

Unanimously approved.

C. Review and take action: 300 S. Third Street proposed parking lot

Chris Oddo was present. This is for a proposed 13-stall parking lot with the entrance off Third Street and exit off Jefferson. Signage will depict the entrance and exit only directions. Stormwater, photometrics and signage will be submitted. There will be 2 spaces within the southwest corner of the site for the adjacent owner to the south to have access.

The following was presented by staff:

- Building: No comments.
- Water/Wastewater: No comments.
- Police: No comments.
- Stormwater: Erosion & stormwater runoff control permit is required.
- Engineering: A curb cut permit and sidewalk permit would be required as well as a traffic control plan may be needed if anything affects the parking lane/traffic lane. In 2028
- Fire: Ensure bushes do not obstruct the neighbor's gas meter.
- Streets: No comments.
- Parks: Maintain planting beds

Motion made and seconded to approve this item and forward it to Plan Commission contingent upon:

- Erosion Control and Stormwater Runoff permit review and approval.
- Submittal and approval of a curb cut permit and sidewalk permit.
- Maintenance of planting beds.

Unanimously approved.

4. Adjournment

Motion was made and seconded 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.