

**SITE PLAN REVIEW COMMITTEE**  
**December 9, 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: Brian Zirbes, Mason Becker, Mike Jacek, Doug Zwieg, Andrew Beyer, Maureen McBroom, Jeff Meloy, Tanya Reynen, and Tim Hayden.

Also in attendance were Nikki Zimmerman, John Donovan of Bielinski Development, and Cory O'Donnell of Loos Homes.

**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 November 25, 2024**

Motion was made by Doug Zwieg and seconded by Maureen McBroom to approve the minutes as submitted. Unanimously approved.

**3. Business**

**A. Review and take action: Edge Field Preliminary Plat**

Cory O'Donnell of Loos Custom Homes was present.

The following was presented by staff:

Building: No comments.

Water/Wastewater: The existing house shall have a water/sewer lateral stubbed to the house for potential of future hookup. As this whole area develops it's fed by 1 water main on Perry Way. Asked if there was a plan to eventually loop this where an additional water main could assist in feeding this area. Mr. O'Donnell stated hopefully future development could include a loop with Milford Street.

Police: No comments.

Stormwater: The following items shall be completed:

1. Drainage easements should be wide enough to facilitate installation/maintenance of storm pipe with field inlets in future.
  - a. Between backyards of lots 41-46 and 38-29
  - b. Between lots 27 and 28-29
  - c. Between lots 54-48, 24 and 23 and Phase 1/Phase 2 lots to the north
  - d. Between lots 46-48 and lots 24-27
  - e. Between lots 39-40 and side yards of 38 and 41
2. Minimum 5-foot wide side and rear yard drainage easements should be shown and described for individual lots.
3. Ch. 453, Article III drainage easement restrictions should be listed on the plat.  
<https://ecode360.com/print/WA3515?guid=44974796>
4. Ch. 288-18 basement and groundwater considerations should be listed on the plat.  
<https://ecode360.com/29260130?highlight=&searchId=13895991985392228#45010462>
5. The preliminary plat approval is contingent on the Erosion Control and Storm Water Runoff Permit review and approval.

Engineering: GRAEF had the following comments:

Survey Comments:

1. 545-13B(1)(b), Provide the name, address, and phone number of the property owner, subdivider, and engineer.
2. 545-13B(2)(e), Add the pavement type, pavement width, and pavement elevation for that portion of CTH A lying south and adjacent to the plat (outside of city limits).
3. 545-13,B(2)(j), Provide the current zoning of lands within the proposed subdivision.
4. 545-13,B(3)(a), Provide the road names for the cul-de-sac and the road

- terminating at the South plat line.
5. Confirm the correct vertical datum is listed on the plat, and update accordingly, if needed.

Engineering Comments:

1. 545-13B(2)(g), Provide subsurface soil names, rock, and water conditions, including depth to bedrock and average depth to groundwater table.
2. 545-13B(3)(a), Provide the proposed road widths.
3. 545-13B(3)(c), Provide a draft of proposed covenants, if any, to be imposed.
4. 545-13B(3)(e), Show the required wetland setbacks on the plat.
5. 545-13B(3)(e), Provide a statement from a licensed engineer representing the project that certifies that the technical requirements of City Code § 545 will be met when final engineering design plans (including plans and profiles for public improvements and grading, erosion control, and stormwater management plans) are submitted. Such final engineering design plans shall be submitted and approved by the City Engineer prior to approval of the final plat.
6. 545-13B(2)(h), all final engineering approved plans shall provide the size and invert elevation of any existing sanitary and storm sewers, culverts, or drainpipes and the location and size of any existing water and gas mains on or adjacent to the plat and for proposed use in the development.
7. Show all required drainage easements per City code.
8. Provide information on the plat regarding the location of proposed stormwater best management practices.
9. Provide ownership information about Outlots 1, 2, and 3 on the plat. Indicate if they will be jointly owned by all lots or if a separate entity will own them.

Zoning:

Clarify where the stormwater BMP(s) will be located. Is Outlot 2 reserved for a park?

- There is no BMP in this location. Add all road names to the plat.
- Add to the plat a dedication of Milford St / CTH A ROW and a third outlot to include the small remnant property east of the dedicated ROW.
- Add to the plat notes indicating which lots are paired up for twin homes.
- Add subsurface soil, rock, and water conditions including depth to bedrock and average depth to groundwater to the plat.
- Add stormwater BPM locations, drainage easements, drainage restrictions, and basement/groundwater considerations to the plat as detailed at the Site Plan Review Committee.
- Add Airport Approach Protection Zone maximum elevations to the plat.
- Obtain Erosion Control and Storm Water Runoff Permit review and approval.
- Perform a Traffic Impact Analysis on the plat and surrounding area.
- Include an extension of River Road west to Ryan Ridge on the plat to provide a connection to Milford St/CTH A.
- Apply for rezoning of Twin Home lots to Two-Family Residential (TR-6) to run concurrently with Final Plat approval.
- Remove future park designation from Outlot 2.

Fire:

Hydrant sizes and locations in the future will need to be seen.

Motion made by Doug Zwieg and seconded by Andrew Beyer to recommend this item to the Plan Commission with the contingencies listed above. Unanimously approved.

**B. Review and take action: Hunter Oaks Enclave Preliminary Plat**

John Donovan of Bielinski Development was present.

The following was presented by staff:

- |                   |              |
|-------------------|--------------|
| Building:         | No comments. |
| Fire:             | No comments. |
| Water/Wastewater: | No comments. |

Police: No comments.

Stormwater: The following items should be completed:

1. Minimum 5-foot rear and side lot line drainage easements for individual lots should be shown and described on the plat.
  - a. Please confirm/explain if side and rear lot line drainage easements are not necessary.
2. The stormwater ponds north and south of Oakland Avenue were constructed in a temporary/interim condition. Permanent improvements to these ponds to meet current stormwater standards are required as part of development of Phase 2 of the Enclave development.

Engineering: Graef had the following comments:

Survey Comments:

1. There appears to be a bust in the exterior boundary; it does not close by approximately 30+ feet.
2. 545-13B(3)(a), Proposed Road "A" should be given its proper name.
3. 545-13B(1)(b), Provide the name and address of the property owner on the plat.
4. 545-13B(2)(i), Verify the current platting status of lands lying east and northeast of plat. They are shown as CSM lots but county parcel mapping shows them as Condo plats.
5. 545-13B(2)(j), Show the existing land use and current zoning information.

Engineering Comments:

1. 545-13B(3)(c), Provide a draft of proposed covenants, if any, to be imposed.
2. 545-13B(2)(d), label the existing alley adjacent to the preliminary plat.
3. 545-13B(3)(e), Provide a statement from a licensed engineer representing the project that certifies that the technical requirements of City Code § 545 will be met when final engineering design plans (including plans and profiles for public improvements and grading, erosion control, and stormwater management plans) are submitted. Such final engineering design plans shall be submitted and approved by the City Engineer prior to approval of the final plat.
4. 545-13B(2)(h), all final engineering approved plans shall provide the size and invert elevation of any existing sanitary and storm sewers, culverts, or drainpipes and the location and size of any existing water and gas mains on or adjacent to the plat and for proposed use in the development.
5. 545 Attachment 2, The City's minimum right-of-way (ROW) width for Residential (typical) roads is 66 feet. The preliminary plat includes a ROW of 60 feet. Provide a typical cross-section or plan showing the proposed improvements meeting City standards (roadway, curb and gutter, terrace, sidewalk, etc.) will fit within the 60 foot ROW.
6. Show all required drainage easements per City code.

Zoning:

- Add minimum Street Frontage of 45 ft per amended PD-GDP/PIP to 'Site Data Table'.
- Change listed zoning information in 'Development Summary Table' to Single-Family Residential with PD Overlay.
- Add subsurface soil, rock, and water conditions including depth to bedrock and average depth to groundwater to the plat.
- Add drainage easements for individual lots to the plat.
- Add a note to the plat that indicates permanent improvements to the existing stormwater ponds meeting current stormwater standards will be completed as part of Phase 2 of the plat.
- Add Airport Approach Protection Zone maximum elevations to the plat.

Motion made by Doug Zwieg and seconded by Tanya Reynen to recommend this item to the Plan Commission with the contingencies listed above. Unanimously approved.

**C. Adjournment**

Motion was made by Tim Hayden and seconded by Tanya Reynen 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.**