

SITE PLAN REVIEW COMMITTEE

April 10, 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 Zweg of Building, Safety & Zoning; Mayor Emily McFarland; Mike Zitelman of the Water Department; Maureen McBroom of Stormwater Utility and Engineering; Kristine Butteris of Park & Rec, Strategic Initiatives and Development Coordinator Mason Becker; and Matt Willmann of the Street Department. Also in attendance were: Recording Secretary Nikki Zimmerman; Kevin Wiesmann and Mary Truman of Jefferson County Parks; and Steve Hill of That Guy Fabrication.

1. Call to Order

The meeting was called to order by Chairperson Brian Zirbes.

2. Review and take action: Site Plan Review Minutes Dated March 27, 2023

Motion was made by Doug Zweg and seconded by Mayor McFarland to approve the March 27, 2023 Site Plan Review minutes as submitted. Unanimously approved.

3. Review and take action: 107 S. Fifth Street – request for light industry with retail

Applicant Steve Hill was present. He stated the proposal is for metal art for retail and fabrication. This will be in a space shared with Budget Print with area in the back, where machining for the print shop once occurred, for the fabrication portion.

The following was discussed by staff:

- Building: An architect will be needed to draw up plans for this and a building permit will be required. Plans should be submitted within 60 days to the Building, Safety & Zoning Department. Following the approval of the building permit, there will be another 60 days for the work to proceed. All licensed contractors must be used. The exterior of the building also must be cleaned up. Code Enforcement Officer Dell Zweg is currently working with the property owner on this.
- Mayor: Encouraged by the project. Provided information that the applicant should ensure that, when the exterior of the building is being repainted, that they check with the Health Department regarding lead abatement, if applicable.
- Water: No comments.
- Street: No comments.
- Stormwater/Eng: If paving the driveway, any changes in drainage or inlets will have to be reviewed. If there is any change in the pitch, which the applicant is not planning on at this time, a permit may apply.
- Parks: No comments.

Motion was made by Maureen McBroom and seconded by Mike Zitelman to recommend approval of this to Plan Commission with the following conditions:

- A) Timelines as provided above by Building, Safety & Zoning.
- B) Ensure there is no lead paint on the exterior of the building prior to painting.
- C) Adhere to the directions from Stormwater and Engineering, if applicable.

Unanimously approved.

4. Review and make recommendation: Replacement Airport Perimeter Bridge

Kevin Wiesmann and Mary Truman of Jefferson County Parks were present to discuss this proposal. The proposed bridge would replace a previous bridge in the area. All Chapter 30 DNR permits have been completed. Jefferson County does not require anything further. There is a sanitary sewer line that goes through the same space as the bridge, but the bridge is surface-mounted so there will not be an impact on the sanitary sewer. The proposed bridge will have a 25,000-pound weight limit. Jefferson County would complete any maintenance and inspections to ensure the bridge remains in compliance.

The following was presented by staff:

- Building: A building permit will be required.
- Water: No comments.
- Street: No comments.
- Stormwater/Eng: If there is land disturbance over 3,000 square feet, an erosion control permit would be required. Please forward copies of the DNR permits to the Engineering Department.
- Parks: No comments.
- Mayor: It should be clearly indicated on or near the bridge who should be contacted for maintenance

questions/comments. There are statutory requirements with the grant that Jefferson County is receiving for the bridge. This should be included with the agreement for Council approval.

Motion was made by Doug Zwieg and seconded by Kristine Butteris to recommend approval of this to Plan Commission.

Unanimously approved.

5. **Adjournment**

Motion was made by Mayor McFarland and seconded by Mike Zitelman 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.