

SITE PLAN REVIEW COMMITTEE
October 13, 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 Robert Stocks, Mike Jacek – Building Safety & Zoning, Brian Zirbes – Building, Safety & Zoning, Maureen McBroom – Stormwater, Nathan Williams – Engineering, Laura Bohlman – Police Department, Stacy Winkelman – Streets and Solid Waste, and Kristine Butteris – Parks.

Also in attendance were Nikki Zimmerman, Jim Ortega, and Bill Edington. Present virtually were Ingrid Nahm and Patrick Nahm of Appleton Solar, LLC.

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 September 8, 2025

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

3. Business

A. Review and take action: 120 Kuckkan Lane – proposed solar panels

Patrick Nahm of Appleton Solar, LLC was present virtually to explain the proposed project. The proposal is to place ground-mounted solar panels at the northeast corner of the property with a fence around it.

The following was presented by staff:

Fire:	Not present but submitted an email stating that, if there is a fence around the project, a Knox box with key access must be available for the Fire Department to gain access to the area, if needed.
Building:	A building permit, electric permit, and a fence permit will be needed. It was noted that a fence permit was just granted right before the meeting for a 6' high chain link fence 110' x 110' square with two 10' wide gates.
Police:	No comments.
Mayor:	No comments.
Stormwater:	The Erosion Control permit was already discussed with Ingrid of Appleton Solar, LLC. Post-construction erosion control will not be needed. However, the erosion control plans still need to be submitted and should be turned in with the erosion control permit.
Engineering:	No comments.
Zoning:	No comments.
Parks & Rec:	No comments.
Water/Wastewater:	Not present but submitted via email that they have no issues or concerns with this project.
Streets/Solid Waste:	No comments.

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

1. Submittal and approval of Erosion and Stormwater Runoff Permit and Plans.
2. Submittal and approval of the building and electric permits.
3. Installation of a Knox Box with key access for emergency personnel access.

Unanimously approved.

4. Adjournment

Motion was made by Mayor Stocks and seconded by Laura Bohlman 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.