

**SITE PLAN REVIEW COMMITTEE**  
**July 11, 2022**

The Site Plan Review Committee met on the above date at 1:30 P.M. in the Council Chambers of City Hall as well as via GotoMeeting. The following members were present: Jacob Maas, Emily McFarland, Ben Olsen, Tim Hayden, Mike Zitelman, Anthony Rauterberg, and Maureen McBroom. Also present were Nikki Zimmerman, and Shandra Zastrow and Kendall Bocher of Berres Brothers.

**1. Call to Order**

The meeting was called to order by Chairperson Jacob Maas.

**2. Review and approve Site Plan Review Committee Minutes Dated June 13, 2022**

Motion was made and seconded to approve the June 13, 2022 Site Plan Review minutes as submitted. Unanimously approved.

**3. Review and take action: 746 N. Church Street – Drive-thru facility for a retail coffee shop**

Shandra Zastrow and Kendall Bocher, representing Berres Brothers, presented a brief overview of the proposed project. Berres Brothers has purchased this property and would like to implement a drive-thru coffee shop. There will be 2 phases to this project. The first phase would be to convert the north building into a drive thru only. Public would not be allowed inside the building. The second phase would include connecting the north and south buildings to incorporate indoor seating and retail display. At some point there may also be patio space and light food service. Hours of operation would be Monday thru Sunday from 6 a.m. to 3 p.m.

The following was presented by city staff:

Police:	There was initial concern over the traffic pattern but, after reviewing plans, there are no concerns.
Fire:	A Knox Box will have to be installed. The owner shall contact the Fire Department to get that taken care of. An inspection of the premises will also have to be completed prior to opening.
Building:	The plans will not have to go to state – they can be approved in-house.
Engineering:	If at any time 3,000 square feet or more of land is disturbed an erosion control/stormwater runoff permit will be required.
Zoning:	This will be going to the July 25, 2022 Plan Commission meeting for a public hearing for a conditional use permit request. Any signs for the business will require permitting.
Mayor:	Appreciative of this business on the north side of town. Highly encourages continuation into Phase 2 of the proposed project.

Motion was made and seconded to approve this item subject to the following conditions:

- A. Installation of a Knox Box.
- B. Inspection completed by Fire Department prior to opening.
- C. Issuance of an Erosion Control/Stormwater Runoff permit if 3,000 square feet or more of land is disturbed.

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.**