

**PLAN COMMISSION  
MINUTES  
November 24, 2025**

**The Plan Commission met at 4:33p.m. on the above date in the Council Chambers.**

**The following members were present:** Mayor Stocks, Alderman Blanke, Kneser, Krueger, Levi, Zirbes

**Also in attendance:** Chris Merklein of North Town Partners, Mark McClintock of Abacus Architects, Mathieu Stafford of Abacus Architects and Sandra Trego

**1. Call to order (4:31pm)**

**2. Approval of Minutes**

**A. Site Plan Review minutes November 10, 2025**

**B. Plan Commission minutes November 10, 2025**

Motion to approve Site Plan Review and Plan Commission minutes dated November 24<sup>th</sup> was made by Krueger and seconded by Levi, passed on unanimous voice vote.

**3. Business**

**A. Public Hearing:** 100 E. Division Street – request for a Planned Development (PD) – General Development Plan (GDP) under Sections § 550-141 and § 550-152F(2)

Sandra Trego spoke at the public hearing and spoke about the orientation of the building and wondered why the building on the north end of the plan could not be at the south end.

**B. Review and take action:** 100 E. Division Street – request for a Planned Development (PD) – General Development Plan (GDP) under Sections § 550-141 and § 550-152F(2)

The applicant and Brian Zirbes presented the request for a Planned Development for 100 E. Division Street. A brief summary of the flexibilities requested are as follows:

- Multifamily Residential Land Use in the Central Business Zoning District.
- First Floor Residential in the Central Business Zoning District - 17 units on the first floor above lower parking level.
- Two (2) Multifamily Apartment Buildings of 12 units or more on 2 separate lots with a zero lot line wall - one (1) 14-unit building & one (1) 51-unit building (65 units total).
- Maximum Gross Density 38.9 du /acre.
- Landscaping per Site Plan. (38% LSR)
- Minimum Lot Area 76,270 S.F. (46,311 S.F. & 28,154 S.F.)
- No buffer yard requirements.
- 108 total parking stalls.
- Direct access to a residential local or collector street, the lower parking level will have direct access to Cole Street. The surface parking lot will have direct access to Cole Street and Division Street. Vehicle traffic from both lots will utilize N Second Street.
- Off street driveway widths of 24'.
- Parking module widths of 42' single loaded & 60' double loaded.
- Dwelling Units per Acre 37.1
- Floor area ratio of 0.35
- Maximum building height not to exceed 63'-0".
- Minimum Waterway Overlay Zoning District setback of 58'.
- Zero Lot Line Access Points - Internal access points between 2 (two) zero lot line buildings (hallways on resident levels and within the parking level).

- Exceed the Exterior Lighting Standards for the southern lot line of Lot 2 - not exceed 0.50 footcandle above ambient lighting conditions on a cloudless night at the southern ROW line of Cole St.
- Additional signage per Site Plan. He noted that the CSM for the project had already been approved. is requesting to put a corrugated steel shed on their property and a CUP is required due to steel siding being prohibited in the city code. Levi had a question on the color, size and use of the shed. Blanke asked for clarification on the location of the shed on the property.

Furthermore, the following ten conditions were recommended by staff:

1. Knox Box installation.
2. Addresses assigned to each apartment unit.
3. Submittal and approval of a Fire Protection permit.
4. Submittal of letter from the state determining what type of wall is acceptable to connect the two structures.
5. Submittal and approval of an erosion control and stormwater permit.
6. All applicable easements must be shown on the Certified Survey Map (CSM).
7. State and Federal ADA requirements shown on plans.
8. A design element in the hallway that clearly shows the separation between the 2 buildings.
9. Signs being shown in their correct locations on plans.
10. Maximum building height shall not exceed 63'0".

Motion for positive recommendation of the PD with the 10 conditions as noted was made by Krueger, seconded by Blanke and passed on a unanimous voice vote.

All materials discussed at this meeting can be found at:

[https://files-backend.assets.thrillshare.com/documents/asset/uploaded\\_file/5330/Cow/52288dc2-e091-49d2-ab97-ffc3ec1349a8/November\\_24\\_2025\\_Plan\\_Commission\\_Meeting\\_Pack.pdf?disposition=inline](https://files-backend.assets.thrillshare.com/documents/asset/uploaded_file/5330/Cow/52288dc2-e091-49d2-ab97-ffc3ec1349a8/November_24_2025_Plan_Commission_Meeting_Pack.pdf?disposition=inline)

#### **4. Adjournment**

Motion to adjourn was made by Kneser and seconded by Levi and passed on a unanimous voice vote.  
(5:05pm)

Respectfully Submitted,

Alderman Brad Blanke