

**SITE PLAN REVIEW COMMITTEE**  
**November 24, 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, Brian Zirbes –Zoning, Mike Jacek – Building Safety; Maureen McBroom – Stormwater, Nathan Williams – Engineering, Tanya Reynen – Fire; Mike Zitelman – Water/Wastewater, and Manager of Economic Development and Strategic Initiatives Deb Sybell.

Also in attendance were Nikki Zimmerman – Building Safety & Zoning; Chris Merklein of North Town Partners; Mathieu Stafford and Mark McClintock of Abacus Architects; and David Schroeder of Cady Emerald.

**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 10, 2025**

Motion was made by Mike Zitelman and seconded by Tanya Reynen to approve the minutes as submitted. Unanimously approved.

**3. Business**

**A. Review and take action: 100 E. Division Street Planned Development (PD) – General Development Plan (GDP)**

Chris Merlein of North Town Partners and Mathieu Stafford and Mark McClintock of Abacus Architects were present to explain the proposed project. This is for a 65-unit multi-family structure with underground parking with 4 floors of residential units.

The following was presented by staff:

Fire:	<ul style="list-style-type: none"><li>-This building will be in two counties but will not be required to be separated by a fire wall or other divider as approved by myself, Brian Z., and DSPS.</li><li>-There will be separate water and other utilities to each unit from their respective counties but no features from a fire side will be permitted to split. In our eyes, (FD), this is a single building like any other.</li><li>-The fire alarm system will be a single alarm system throughout the entire structure, regardless of county.</li><li>-The fire sprinkler system will be a single sprinkler system throughout the entire structure, regardless of county.</li><li>-We have no preference on which county supplies the fire sprinkler system.</li><li>-A Knox Box will be required.</li><li>-Each apartment will need to be assigned an address.</li><li>-A Fire Protection Permit will be required.</li></ul>
Building:	The Zoning Code does not allow for a building to be built over a lot line. The state will need to determine what will be allowed and something from the state will need to be submitted to the Building Inspector stating the determination.
Police:	Not present.
Mayor:	The dividing wall will need to be approved by the state.
Stormwater:	<ul style="list-style-type: none"><li>-Verified that the area of disturbance will be under 1 acre. If this should change, there will be additional items that need to be addressed.</li><li>-An erosion control and stormwater permit will be needed.</li><li>-There is existing city stormwater pipe on the property. Should anything be built above the pipe, an easement will be required on the Certified Survey Map (CSM).</li></ul>
Engineering:	The parking requirement exemption does apply. Note that the State and Federal ADA requirements will need to be shown on the plans.

Zoning:	<p>- A letter from the state will have to be submitted regarding a determination on what type of wall will be required between the 2 buildings.</p> <p>-There will have be some type of design element in the hallway that clearly shows the separation between the 2 buildings.</p> <p>-Addressing will be needed for the 2 buildings that shows not just the unit number, but the street address as well.</p> <p>-The monument sign should be by Second Street, and the accessory sign should be further in. The plans that were submitted show the two signs in the incorrect locations.</p>
Parks & Rec:	Not present.
Water/Wastewater:	No comments at this time but will have to review plans once they are completed.
Streets/Solid Waste:	Not present but submitted a note stating that this complex is not eligible for city garbage and recycling services.
Econ. Development:	No comments.

Motion made by Maureen McBroom and seconded by Tanya Reynen to approve this item and forward to Plan Commission with the following contingencies:

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. Easements being depicted on the Certified Survey Map (CSM) for any city stormwater pipe being impacted.
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.

Unanimously approved.

#### 4. **Adjournment**

Motion was made by Tanya Reynen 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.**