

**PLAN COMMISSION MINUTES**  
**January 23, 2023 at 4:30 p.m.**

**The Plan Commission met on the above date and time in the Council Chambers.**

The following members were present: Mayor Emily McFarland (Chair), Jaynellen Holloway PE (Director of Public Works/City Engineer), Brian Zirbes (Zoning), Alyse Talaga (Citizen Member), Brian Konz (Park & Rec. Rep), Melissa Lampe (Citizen Member), Nick Krueger (Citizen Member), and James Romlein PE (Recording Secretary).

Others Present: Andrew Beyer PE (Assistant City Engineer), Evan Reis-Green, and David O'Brien.

**1. Call to order**

**Mayor McFarland opened the meeting at 4:31 p.m.**

**2. Approval of Minutes**

**A. Review and take action: Site Plan Review minutes dated December 12, 2022**

Mayor McFarland opened the item and called for an action.  
Motion to approve by Holloway, Second by Konz

Mayor McFarland asked for comments or questions - hearing none, called the question.  
Unanimous by voice vote.

**B. Review and take action: Plan Commission minutes dated November 14, 2022**

Mayor McFarland opened the item and called for an action.  
Motion to approve by Konz, Second by Holloway

Mayor McFarland asked for comments or questions - hearing none, called the question.  
Unanimous by voice vote.

**C. Review and take action: Plan Commission minutes dated December 12, 2022**

Mayor McFarland opened the item and called for an action.  
Motion to approve by Holloway, Second by Tolaga

Mayor McFarland asked for comments or questions - hearing none, called the question.  
Unanimous by voice vote.

**3. Business**

**A. Introduction of new Plan Commission member - Melissa Lampe**

Mayor McFarland introduced the new Plan Commission member, Melissa Lampe and invited her to introduce herself.

Melissa Lampe serves as the Main Street Director, served on the City Historic Preservation committee since 2008, is the President of the Watertown Historical Society, and is a frequent participant at City Hall activities.



**B. Review and take action: 801 Twelfth Street -Building Addition**

Mayor McFarland opened the action item and called on Mr. Zirbes for an overview of the project.

Mr. Zirbes provided a summary of the Site Plan review of December 12 shown below.

David O'Brien from Bayland Buildings is the agent for the building addition proposal.

**SITE DETAILS:**

Acres: 2.03

Current Zoning: GI General Industrial

Existing Land Use: Industrial

Future Land Use Designation: Mixed Industrial. No identified conflicts with Comprehensive Plan.

**BACKGROUND & APPLICATION DESCRIPTION:**

Applicant is proposing an approximately 38,755 sq. ft. addition to the existing building, formerly Watertown Packaging. Site plan modifications include removing and relocating the existing parking lot and storm sewers, as well as additional landscaping improvements. Existing exterior building materials include stone veneer and metal panel siding. The stone veneer is to be removed with the building addition. Proposed new building materials include aluminum composite material panels (AMC), steel wall panels, and precast concrete panels. Applicant has submitted a color rendering of the proposed exterior building materials for review. A new entrance and several new windows on two floors are proposed on the west elevation (S.12<sup>th</sup> St.). The loading dock will remain in its current location.

**Land Use and Zoning:**

Within the GI General Industrial zoning district 'Light Industrial' as a principal land use and 'On-site Parking Lot' as an accessory use are permitted by right. The property is subject to Airport Height Limitations with all parts of the structure being below the maximum height 924 feet above mean sea level allowed at this location.

**Site Layout and Design:**

The proposed addition meets building and pavement setbacks, as well as the maximum building height limits for the GI General Industrial zoning district. The west elevation (S.12<sup>th</sup> Street.) is the front lot line, per zoning code definitions, with a required setback of 25ft. The north elevation (Mary St.) is a street-side lot line also requiring a 25ft setback. The south elevation is a non-residential side lot line requiring a 20ft setback. The east elevation is the rear lot line requiring a 30ft setback. The required pavement setback is 10ft for the front and street-side lot lines, and 5ft for side and rear lot lines. The height of the proposed addition is 31ft, below the 35ft maximum building height in the GI General Industrial zoning district.

**Vehicle Access and Circulation**

The proposed vehicle access moves the main parking lot access to the south end of the property off Clark Street, while also maintaining the Mary Street access on the north end of the property. A separate double driveway loop is being added from South 12<sup>th</sup> Street.

**Landscaping:** The proposal meets minimum landscaping requirements. Landscape point calculations have been provided by the applicant in the site plan. The project has a LSR (Landscape Surface Area Ratio) of 22% meeting and exceeding the minimum LSR of 15%.

**Parking:**

Parking requirements in the GI General Industrial zoning district require one space per each employee on the largest work shift. Applicant has indicated that the largest work shift at the facility will be 40 employees. Site Plan includes 62 parking stalls meeting and exceeding the one stall per employee requirement.

**Lighting:**

An exterior lighting plan that includes shielded lighting fixtures and the required lighting for parking, loading, and circulation areas has been submitted by the applicant.

Mayor McFarland noted that, at the Site Plan Review, the Committee also approved a stormwater plan which had been approved by engineering, a Knox Box, and all the appropriate permits be submitted for this project.

Engineer Holloway also noted that at Site Plan meeting, the Committee also approved a possible modification to one of the Twelfth street entrances to serve special parking. Mayor McFarland explained that, during a discussion with the interested parties before the meeting, it was agreed that this matter would remain as proposed and brought forward in the future, when relevant. Mayor McFarland complimented the comprehensive plan summary delivered by Mr. Zirbes and asked the interested parties if they wished to add anything to the summary. They declined.

The Mayor then asked for a motion to approve with the condition that the applicant will obtain sign permits for any proposed on-building or onsite signage.

Motion to approve by Romlein, Second by Holloway

Mayor McFarland expressed her appreciation for the extra effort and resources that will be incorporated in the exterior aesthetically pleasing design of the structure, noted the significant tax base contribution on Twelfth Street, and that this is the first fruits of our focus initiative in TID #7.

The Mayor then asked for comments or questions - hearing none, called the question.

Unanimous by voice vote.

#### **4. Adjourn**

Motion to Adjourn by Holloway, Second by Lampe

Unanimous approval by Voice Vote

Meeting closed at 4.52 p.m.

Respectfully Submitted,  
James W. Romlein Sr. PE  
Recording Secretary

***Note: These meeting notes are uncorrected, and any corrections made will thereto be noted in the proceedings at which these minutes are approved.***