

SITE PLAN REVIEW COMMITTEE

August 25, 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, Tanya Reynen – Fire Department, Laura Bohlman – Police Department, Stacy Winkelman – Streets and Solid Waste, Mike Zietlman – Water and Wastewater, and Kristine Butteris – Parks.

Also in attendance were Tim Crum of Strang, Jim Waack of Luther Prep, Tim Luetzow of WELS, and Jared Simon of Pinnacle Engineering.

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 August 11, 2025

Motion was made and seconded to approve the minutes as submitted. Unanimously approved.

3. Business

A. Review and take action: 1300 Western Avenue – Proposed performing arts center and music education facility at Luther Preparatory School

Jim Waack from Luther Prep presented the proposed project. This is for a new two-story 36,000 square foot performing arts and music education center with roughly 519 seats. This building would be built in a large, open area near the current boys' dorm. There would be about 45 parking spaces created as part of this project.

The following was presented by staff:

Fire:	The Knox Box must be provided, the address must be clear and legible, and hydrant and Fire Department Connection (FDC) are fine as designed. There is a little shrubbery around the FDC that needs to be removed. Also, make sure the fire lane is marked properly.
Building:	Plans must go to state for review.
Police:	No comments.
Mayor:	No comments.
Stormwater:	An Erosion Control and Stormwater Runoff permit will be required since this project will be greater than 3,000 sf of disturbance. The site will qualify for a Department of Natural Resources (DNR) Notice of Intent (NOI) which is the state's version of the stormwater permit triggered if more than an acre of land is disturbed. Once that permit has been issued, a copy shall be provided to the City of Watertown Stormwater Project Manager Maureen McBroom.
Engineering:	There will be a permit required for excavating in the street for the utility connections.
Zoning:	The parking issue has been appropriately addressed.
Parks & Rec:	The project is within the points for landscaping, and it has been noted that about 23 trees are being removed. The City Forester stated the maples that were chosen are fine for this site.
Water/Wastewater:	No comments.
Streets/Solid Waste:	No issues. The additional parking will help alleviate issues in the winter for snow plowing.

Motion made and seconded to approve this item and forward to Plan Commission contingent upon the items mentioned by the Fire Department, submittal and approval of the Erosion Control and Stormwater Runoff permit as well as the permit to excavate in the street. Unanimously approved.

4. Adjournment

Motion was made and seconded 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.