

PLAN COMMISSION

Minutes

September 12, 2022

4:30 p.m.

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

Members present: Mayor Emily McFarland (Chair), Jaynellen Holloway (Director of Public Works/City Engineer), Jacob Maas (Zoning Administrator), Nick Krueger, Brian Konz, James Romlein (Recording Secretary), and Ms. Alise Malaga.

Others Present:

Citizens Present: Edward Sundstedt, Neale Jones, Allen Thurow, Mike Thurow, Larry Gangert, Mike Gnee, C J Hemilter,

1. CALL TO ORDER

Mayor McFarland opened the meeting and introduced Ms. Alise Malaga as our newly appointed Item Body Citizen Commission Member, employed as a branch manager by Summit Credit Union, and a Watertown resident. Ms. Malaga brings a representative of the financial industry to the Commission.

2. APPROVAL OF MINUTES

A. Review and take action: Site Plan Review minutes dated August 22, 2022

Motion to approve Holloway, Second by Krueger

Hearing no discussion Mayor McFarland called the question

Unanimous by voice vote

B. Review and take action: Plan Commission minutes dated August 22, 2022

Motion to approve by Krueger, Second by Konz

Hearing no discussion Mayor McFarland called the question

Unanimous by voice vote

3. BUSINESS

A. Review and take action: County Highway E – Preliminary Certified Survey Map (CSM) in the extraterritorial jurisdiction.

The following information has been identified by the City of Watertown Zoning & Floodplain Administrator Jacob Maas as pertinent to this action:

County Trunk Highway E – Extraterritorial CSM

Background:

Edward P. & Tina M. Sundstedt are looking to create a 3.04-acre Lot from combining 2 parcels; parcel 1 being 1.30-acres and parcel 2 being 1.74-acres. This parcel is located within the Town of Watertown.

Relevant Information:

1. C.T.H. E has the proper right-of-way width of 60 feet from centerline.
2. Lot 1 is located within the Airport Approach Protection Zone at an elevation of 945 feet above mean sea level for all building, structures and object of natural growth, whether or not such buildings, structures and object of natural growth are in existence. Surveyor has been notified that the note needs to be modified.

Recommendation:

Approve the preliminary extraterritorial CSM with conditions:

- a. CSM shall have the following amended NOTE: Lot 1 has an Airport Approach Protection Zone elevation limit of 945 feet above mean sea level for all building, structures and object of natural growth, whether or not such buildings, structures and object of natural growth are in existence.

Mayor McFarland asked for questions and comments, and hearing none called for a motion:

**Motion to approve as recommended by Holloway, Second by Romlein
Mayor McFarland reviewed the action with Mr. Sundstedt and called the question
Unanimous by voice vote.**

B. Review and take action: 1417 Neenah Street – Preliminary Certified Survey Map (CSM)

The following information has been identified by the City of Watertown Zoning & Floodplain Administrator Jacob Maas, as pertinent to this action:

1417 Neenah Street – Preliminary CSM

Background:

Christopher J. Hemilter is looking to create a 0.463-acre lot from combining 2 parcels; parcel 1 (1415 Neenah Street) being 0.231-acres and parcel 2 (1417 Neenah Street) being 0.232-acres. 1415 Neenah Street and 1417 Neenah Street are both zoned TR-6, Two-Family Residential.

Relevant Information:

1. Neenah Street has the proper right-of-way width of 33 feet from centerline.
2. The Airport Approach Protection Zone is properly noted on the CSM

Recommendation:

Approve the preliminary CSM with relevant information associated with this matter:

Motion to approve Romlein, Second by Konz

Hearing no discussion Mayor McFarland call the question

Unanimous by voice vote

Mayor McFarland reviewed the action with Mr. Hemiller.

C. Review and take action: Parcel #040-0914-2412-004 Adjacent to the west end of W7793 Wood Road – Township Preliminary Certified Survey Map (CSM)

The following information has been identified by the City of Watertown Zoning & Floodplain Administrator Jacob Maas as pertinent to this action.

PIN: 040-0914-2412-004 (Town of Shields) – Extraterritorial CSM

Background:

The Neale R. Jones Survivor's Trust is looking to split a 0.47-acre parcel from a 3.548 parent parcel. This 0.47-acre parcel will be attached to W7793 County Trunk Highway (C.T.H.) Q. This parcel is located in the Town of Shields.

Relevant Information:

1. C.T.H. Q is identified in the 2019 City of Watertown Comprehensive Plan as having an expanded right-of-way. C.T.H. Q is identified as having a right-of-way width of 120 feet (60 feet from centerline).
 - a. C.T.H. Q shall have a right-of-way dedication of 120 feet (60 feet from the centerline) on the proposed CSM
2. The proposed CSM is not located within the Airport Approach Protection Zone.
3. The proposed CSM shall identify the ditch as an unnamed navigable stream (WBIC 5033667), per the Wisconsin DNR Surface Water Viewer.
4. The CSM shall identify the Wisconsin Wetland Inventory's mapped wetlands.

Recommendation:

Approve the preliminary CSM with conditions as identified by the City of Watertown Plan Commission:

- a. C.T.H. Q shall have a right-of-way dedication of 120 feet (60 feet from the centerline on the proposed CSM.
- b. The proposed CSM shall identify the ditch as an unnamed navigable stream (WIBC 5033667).
- c. The CSM shall Identify the Wisconsin Wetland Inventories mapped wetland boundaries.

Mayor McFarland asked for questions and, hearing none called for a motion: Motion to approve as recommended by Holloway, Second by Romlein Unanimous by voice vote

Mayor McFarland Mr. Mass coordinated the action with Mr. Jones

D. Initial review and set public hearing date: A Portion of 2002 Airport Road – Rezone from MULTI to General Business (GB).

The following information has been identified by the City of Watertown Zoning & Floodplain Administrator Jacob Maas as pertinent to this action:

Background:

Jacob Rosbeck (purchaser) and Thomas Funk (property owner) are looking to rezone the western 15.10-acres of 2002 Airport Road. 2002 Airport Road is a 28.50-acre parcel that is currently zoned "Multi-Use." Jacob Rosbeck is proposing to rezone the western 15.10-acres of 2002 Airport Road to General Business (GB). Once rezoned, the rezoned portion of 2002 Airport Road will be split via a Certified Survey Map. Jacob Rosbeck is looking to develop a Personal Storage Facility on the 15.10-acre portion of 2002 Airport Road.

Relevant Information:

1. See attached Future Land Use Map
2. 2002 Airport Road is identified in the 2019 City of Watertown Comprehensive Plan as having a future land use of Planned Mixed Use. Planned Mixed Use is allowed to be rezoned to the following:

2002 Airport Road – Rezone from MULTI to General Business (GB)

Figure 7.7 Future Land Use and Existing Zoning Districts Translation	
Future Land Use Category	Associated Zoning District
Agriculture	Outside of the City Limits
Single-Family-Exurban	Countryside Residential-10, Exurban Residential-1, Outside of the City Limits
Single-Family-Urban	Single-Family Residential-4
Two-Family	Two-Family Residential-6
Multi-Family	Multi-Family Residential-8, Multi-Family Residential-10, and Senior Residential
Planned Neighborhood	All Residential Districts, Neighborhood Office, and Neighborhood Businesses
Neighborhood Mixed-Use	Neighborhood Office, Neighborhood Business, and all Residential Districts
Planned Mixed-Use	All Office, Commercial, Institutional, and Multi-Family Residential Districts, plus the Planned Industrial and Planned Development Districts
Riverside Mixed-Use	All Office, Commercial, Institutional, and Residential Districts, plus the Planned Development District
Central Mixed-Use	Central Business
Mixed Industrial	Planned Industrial, General Industrial, and Heavy Industrial
Institutional	All Districts
Airport	Planned Industrial
Parks and Recreation	All Districts
Environmental Corridor	All Districts

3. Planned mixed use is defined in the 2019 City of Watertown Comprehensive Plan as follows:

Planned Mixed Use. This future land use category is intended to facilitate a carefully controlled mix of commercial and residential uses on public sewer, public water, and other urban services and infrastructure. Planned Mixed Use areas are intended as vibrant urban places that should function as community gathering spots. This category advises a carefully designed blend of Multi-Family Residential, Office, Business, Industrial, and Institutional land uses. This may include high-quality indoor professional office uses, health care facilities, indoor retail, commercial services, community facilities, controlled outdoor display, and light industrial uses. Planned

Mixed Use areas have been designated in several different areas throughout the City's Future Land Use maps, most along major commercial corridors and near highway interchanges.

In particular, the STH 26 Bypass interchange at STH 19 on the far west side of the City is an example of an area where a desired mix of future uses centers around additional commercial activity, similar to development trends along South Church Street. This area has been prioritized for future commercial development because of its visibility from the STH 26 Bypass, the number of visitors using the interchange to attend the various tournaments and events at Brandt-Quirk Park, and the fact that it is a community entryway with direct access to downtown and the core of the City.

The best option for future zoning of the lands mapped under the Planned Mixed-Use future land use category is often a Planned Development (PD) zoning district. This district allows the desired mix in uses and provides flexibility in layout, in exchange for superior design. The zoning is tied to City approval of a specific plan for the project. Alternatively, a mix of the City's MR-8, MR-10, PB, PI, and PO zoning districts may also be appropriate for areas within this future land use category.

Policies and Programs:

1. Grant development approvals only after submittal; public review; and approval of site, landscaping, building, signage, lighting, stormwater, erosion control, and utility plans.
2. Place parking lots behind buildings and screen from public view all service areas, loading areas, mechanical equipment, and trash receptacle storage areas from less intensive land uses to the greatest degree possible.
3. Develop conceptual plans for Planned Mixed Use areas as a starting point for individual redevelopment plans.
4. Promote shared driveway access and shared parking spaces whenever possible.
5. Design street and driveway access to minimize traffic congestion by limiting the number of and ensuring adequate spacing between access points.
6. Provide clear and safe pedestrian walkways and bicycle routes that are separated from vehicular traffic areas.
7. Require Stormwater Best Management Practices and low impact development strategies to minimize any adverse impacts to the watershed.

8. Generally, adhere to the design guidelines listed below when reviewing proposals for Planned Mixed Use:

- Promote multi-story buildings, generally with more active uses on first floor and multi-family residential uses above the ground floor.
- Design buildings and sites oriented toward pedestrians not automobiles.
- Locate parking on streets, to the rear of buildings, and/or in parking structures.
- Orient building entrances to street with minimal front setbacks. • Incorporate amenities such as benches, fountains, and canopy shade trees into commercial projects whenever possible.
- Encourage the use of canopies, awnings, trellises, roof overhangs, recessed entryways, and arcades to add visual interest to building facades.
- Support the use of multi-planed, pitched roofs to avoid the monotony of larger-scale buildings.
- Promote the use of high-quality landscaping treatment of buffer yards, street frontages, paved areas, and building foundations, and require parking lots to be heavily landscaped.
- Require high quality signage that is not excessive in height or total square footage.

4. Set public hearing to October 4, 2022

Requested action:Set public hearing date to October 4, 2022

Mr. Krueger asked “Is this action is consistent with the 2019 Comprehensive Plan?”
Mayor McFarland responded “We have these actions from time to time.”
Mr. Maas responded “So long as they are zoned General Business - correct.”

Mayor McFarland asked for questions and comments, hearing none, called for a motion to set the public hearing date for October 4th
Motion by Krueger to set the hearing date as requested, Second by Konz
Unanimous by voice vote

**Mayor McFarland summarized the follow-on actions:
Public Hearing on October 4th where the project will again be reviewed then returned to
plan commission.**

- E. Initial review and set public hearing date: 820 East Main Street – Planned Unit
Development: General Development Plan.**

The following information has been identified by the City of Watertown Zoning & Floodplain
Administrator Jacob Mass as pertinent to this action:

820 East Main Street – Planned Unit Development: Concept Plan Review

Background:

820 East Main Street is zoned Central Business (CB) and is identified in the 2019
Comprehensive Plan as having a future land use of Central Mixed Use. The property
owner is looking to operate a Vehicle Repair & Maintenance land use. Vehicle Repair &
Maintenance land use is not an allowable principal land use within the Central Business
District.

Relevant Information:

1. See attached Plan
2. Per Section § 550-34B:

B. List of allowable principal land uses.

(1) Principal land uses permitted by right:

- (a) Cultivation.
- (b) Selective cutting.
- (c) Passive outdoor public recreation.
- (d) Active outdoor public recreation.
- (e) Public services and utilities.

- (f) Office.
- (g) Personal or professional services.
- (h) Indoor sales or service.
- (i) Indoor maintenance service.
- (j) Off-site parking lot.

(2) Principal land uses permitted as conditional use

- (a) Clear-cutting.
- (b) Indoor institutional.
- (c) Outdoor institutional.
- (d) Institutional residential.
- (e) In-vehicle sales or service.
- (f) Indoor commercial entertainment.
- (g) Outdoor commercial entertainment.
- (h) Commercial indoor lodging.
- (i) Bed-and-breakfast establishments.
- (j) Group day-care center (nine or more children).
- (k) Central business apartments (greater than 12 dwelling units).

3. Flexibilities allowed by a Planned Unit Development under Section § 550-152B:

B. Provision of flexible development standards for planned unit developments.

- (1) Permitted location. Planned unit developments shall be permitted with the approval of a Planned Unit Development Overlay Zoning District specific to the approved planned unit development.

(2) Flexible development standards. The following exemptions to the development standards of the underlying zoning district may be provided with the approval of a planned unit development:

(a) Land use requirements. All land uses listed as "residential," "institutional" or "commercial" may be permitted within a planned unit development.

(b) Density and intensity requirements. All requirements listed for residential density and nonresidential intensity may be waived within a planned unit development.

(c) Bulk requirements. All residential and nonresidential bulk requirements may be waived within a planned unit development.

(d) Landscaping requirements. All landscaping requirements may be waived within a planned unit development.

(e) Parking and loading requirements. All requirements for off-street parking, traffic circulation, and off-street loading may be waived within a planned unit development.

(f) Drainageway Overlay District requirements. All Drainageway Overlay District requirements may be waived within a planned unit development.

(3) Requirements to depict all aspects of development. Only development which is explicitly depicted on the required site plan approved by the Common Council as part of the approved planned unit development shall be permitted, even if such development (including all aspects of land use, density and intensity, bulk, landscaping, and parking and loading) is otherwise listed as permitted. Requested exemptions from these standards shall be made explicit by the applicant in the application and shall be recommended by the Plan Commission and approved explicitly by the Common Council. If not so requested and approved, such exemptions shall not be permitted. Flexible development standards shall be limited to density and intensity bonuses of no greater than 25% higher than otherwise permitted by the MR-10 District, unless specifically granted by the Common Council, and shall be limited to reductions in bulk, landscaping, parking and loading requirements of no greater than 25% lower than otherwise permitted for the proposed land uses, unless specifically granted by the Common Council.

4. Set public hearing date for October 4, 2022

Recommendation

Set public hearing to October 4, 2022

Mayor McFarland opened the item for discussion noting that this item came before the Plan Commission for Concept Plan Review and Initial Plan Review, where it was extensively reviewed, supported, and called for a motion.

Motion by Holloway to set the public hearing date to October 4th.

A brief discussion followed on the present and planned commercial activities related to vehicle repair which are not presently being provided but it is the intention to perform vehicle repair in the future. The present activities are primarily technology based accessory installation and maintenance operations.

Mayor McFarland confirmed the Holloway motion which was Seconded by Krueger. Unanimous by voice vote.

F. Initial review and set public hearing date: Amend Section § 550-131.1A(8) Electronic Message Center Setbacks.

Mayor McFarland provided a summary of the issues presented by citizens that predicated this action and Mr. Maas did research on the issue and developed this proposed amendment to address the issues brought by the citizens and other items that required attending given the changes in signage technology.

The following information has been developed by the City of Watertown Zoning & Floodplain Administrator Jacob Maas as pertinent to this action:

Background:

Currently there are several pre-existing backlit and/or internally illuminated signs that are found throughout the City of Watertown. These signs often abut residentially zoned properties and are associated with Institutional Land Uses, especially changeable copy signs. These signs and the proposed allowance to Electronic Message Centers must meet the exterior lighting performance standard.

Relevant Information:

The following information has been identified by the City of Watertown Zoning & Floodplain Administrator as pertinent to this action:

1. Current Section § 550-131.1A(8) language:

(8) In addition to the setback requirements of this chapter, no electronic message sign shall be located within 100 feet of any parcel within a residential zoning district.

2. Proposed Section § 550-131.1A(8) language:

(8) In addition to the setback requirements of this chapter, no electronic message sign shall be located within 100 feet of any parcel within a residential zoning district.

(a) Exception. Backlit or internally lit signs existing prior to the adoption of the Sign Code on December 12, 2021 may be replaced with an electronic message center that meets standards of Section § 550-131.1A.

[1] The electronic message center's square footage shall not exceed an additional 10 percent of the original backlit or internally illuminated sign's square footage.

[2] This exception shall not apply to signs in historic and special districts under Section § 550-132B.

3. Set public hearing date to October 4, 2022

Recommend :

Set public hearing date to October 4, 2022

Mayor McFarland opened the discussion with a summary of the issues and the question of the origin of the 10% requirement which is up for discussion, the 10% is an appropriate strawman open for discussion. The other question is. Should the application of this code be applied only to installation going forward and maintain the grandfathered status, or should it be available to all signage?

The Mayor expressed the desire to bring a proposal to the public hearing that is comfortable to the members of the Commission and that surfaced any issues that may be raised so that we can be prepared to address issues with viable solutions.

A discussion, that included the online caller, about a specific application of this action further explained several scenarios on one specific sign and the efforts to ensure that good relations with neighbors are possible.

There was a discussion on the land use areas where this action is applied.

There was further discussion that resulted in the following change to Proposed Section § 550-131.1A(8)(a) language as shown below:

(a) **Exception. Backlit or internally lit signs ~~existing prior to the adoption of the Sign Code on December 12, 2021~~ may be replaced with an electronic message center that meets standards of Section § 550-131.1A.**

There was further discussion on the applicability of other issues specific to one specific application of this action.

Mayor McFarland summarized the changes and asked for a motion to include setting the public hearing date to October 4.

Motion by Krueger, Second by Holloway

Unanimous by voice vote

F. Initial review and set public hearing date: Amend Section § 550-56C – Accessory Land Use, Detached Residential Garage, Carport, Utility Shed, Play Structure, or Lawn Ornament

The following information has been identified by the City of Watertown Zoning & Floodplain Administrator Jacob Maas as pertinent to this action

Background:

Plan Commission has seen an increase in Conditional Use Permits for residential accessory structures. These Conditional Use Permits are granted as the developer meets the “substantial evidence” requirement of Wis. Stat. § 62.23(7)(de)1.b. In essence the City of Watertown is charging \$500 for a permit that acts solely as a financial encumbrance to the developer.

Relevant Information:

1. Current language of Section § 550-56C:

C. Detached residential garage, carport, utility shed, play structure, or lawn ornament. Description: A private residential garage, carport or utility shed is a structure which primarily accommodates the sheltered parking of a passenger vehicle and/or the storage of residential maintenance equipment of the subject property. Walks, drives, paved terraces and purely decorative garden accessories such as ponds, fountains, statuary, sundials, flagpoles, etc., shall be permitted in setback areas but not closer than three feet to an abutting property line other than

a street line. For the purposes of this section, children's play structures, including playhouses or elevated play structures and climbing gyms, shall be considered accessory structures and shall comply with the requirements of this section whether such play structures are placed on a foundation or not. Swing sets, slides and sandboxes are not considered children's play structures for purposes of this section. A building permit is not required for construction of a play structure. Play structures shall not be used for storage or be constructed out of materials that would constitute a nuisance. It may be located on the same lot as a residential unit or units or on a separate lot in conjunction with a residential land use. See § 550-85 for requirements applicable to legal nonconforming garages. Garages, carports and utility sheds in excess of 1,000 square feet of gross floor area, or which exceed 30% coverage of the rear yard area, or which exceed the lot coverage of the principal structure, are not permitted in residential districts except as conditional uses in the RH and ER-1 Districts. (Also, see the first paragraph of this section.)

(1) Regulations.

(a) One attached or detached garage and two accessory structures shall be permitted by right.

(b) A conditional use permit is required for:

[1] A combination of accessory structures exceeding a total of 1,000 square feet; or

[2] More than two accessory structures.

2. Proposed language for Section § 550-56C:

C. ~~Detached residential garage, carport, utility shed, play structure, or lawn ornament~~ Residential Accessory Structure. Description: A private residential detached garage, carport or utility shed is a structure which primarily accommodates the sheltered parking of a passenger vehicle and/or the storage of residential maintenance equipment of the subject property. Walks, drives, paved terraces and purely decorative garden accessories such as ponds, fountains, statuary, sundials, flagpoles, etc., shall be permitted in setback areas but not closer than three feet to an abutting property line other than a street line. For the purposes of this section, children's play structures, including playhouses or elevated play structures and climbing gyms, shall be considered accessory structures and shall comply with the requirements of this section whether such play structures are placed on a foundation or not. Swing sets, slides and sandboxes are not considered children's play structures for purposes of this section. A building permit is not required for construction of a play structure. Play structures shall not be used for storage or be constructed out of materials that would constitute a nuisance. ~~It~~ Detached residential

garage, carport, utility shed, or play structure may be located on the same lot as a residential unit or units or on a separate lot in conjunction with a residential land use. See § 550-85 for requirements applicable to legal nonconforming garages. ~~Garages, carports and utility sheds in excess of 1,000 square feet of gross floor area, or which exceed 30% coverage of the rear yard area, or which exceed the lot coverage of the principal structure, are not permitted in residential districts except as conditional uses in the RH and ER-1 Districts. (Also, see the first paragraph of this section.)~~

(1) Regulations.

(a) ~~One attached or detached garage and two accessory structures shall be permitted by right~~ The sum of building coverage for all detached residential garages, carports, utility sheds, or play structures on a parcel shall not exceed the maximum accessory building coverage of the Zoning District.

[1] Detached accessory dwelling units under Section § 550-56AA(7) and chicken coop and runs under Section § 550-56X(1)(e) shall also count towards the sum of the maximum accessory building coverage of the Zoning District.

(b) A conditional use permit is required for:

[1] A combination of accessory structures exceeding a total of 1,000 square feet; or

[2] More than two accessory structures.

3. Set public hearing date to October 4, 2022

Requested:

Set public hearing date to October 4, 2022

Mayor McFarland commented on the need for the updates and expressed her support for the matter.

A very brief discussion on the merits followed.

**Motion by Romlein to Approve and Set the October 4 Date, Second by Krueger with a commendation on these efforts to support all participating in the building trades and questioned the fiscal impact. Mr. Mass advised that it results in a slight deficit.
Unanimous by voice vote**

4. ADJOURNMENT

**Motion to Adjourn by Malaga, Second by Krueger
Unanimous approval by Voice Vote**

Meeting closed at 5.02 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.