



COMMON COUNCIL MEETING AGENDA

TUESDAY, OCTOBER 04, 2022 AT 7:00 PM

MUNICIPAL BUILDING COUNCIL CHAMBERS – 106 JONES STREET, WATERTOWN, WI 53094

*For the public: Members of the media and the public may attend **by calling:** (571) 317-3122*

Access Code: 153-925-469 or <https://www.gotomeet.me/EMcFarland>

All public participants' phones will be muted during the meeting except during the public comment period. This meeting will be streamed live on YouTube, streamed live on WatertownTV.com (via YouTube), and aired live on Charter Channel 984. Watertown TV's YouTube page:

<https://www.youtube.com/c/WatertownTV>

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. MINUTES OF COUNCIL MEETING HELD

A. Minutes from September 20, 2022

5. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Members of the public who wish to address the Council must register their request in writing before the meeting begins. Each individual who requests to address the Council will be permitted up to three minutes for their comments.

6. PUBLIC HEARING

A. 2002 Airport Road - applicant Jacob Rosbeck and property owner Thomas Funk are proposing to rezone the western portion of 2002 Airport Road from "Multi" Zoning District to General Business (GB) Zoning District pursuant to Section § 550-141B(2) to develop the western portion of 2002 Airport Road into a Personal Storage Facility land use.

B. 820 E. Main Street - applicant Eric S. Grunewald and property owners Jason C. Martinko & Sunisa Y. Melton are requesting a Planned Unit Development – General Development Plan (GDP) to for a Vehicle Repair & Maintenance use on the premises.

C. Amend Chapter 550, Zoning Code through the removal and addition of language to Section § 550-56C – Accessory Land Use, Detached Residential Garage, Carport, Utility Shed, Play Structure, or Lawn Ornament to remove the requirement of a conditional use permit for residential accessory structures exceeding 1,000 square feet or for having greater than 2 accessory structures. Accessory structures would still have to comply with maximum accessory building coverage of the Zoning District.

D. Amend Chapter 550, Zoning Code, through the addition of language to Section § 550-131.1A(8) – Electronic Message Center Setbacks to allow the establishment of Electronic Message Centers within the 75 residential setback IF it is replacing a compliant backlit or internally illuminated sign. The new Electronic Message Center cannot be greater than 110% of the square footage of the original backlit or internally illuminated sign.

7. REPORTS

A. Public Safety & Welfare Committee meeting minutes from September 7, 2022

B. Site Plan Review Minutes from September 12, 2022

C. Plan Commission Minutes from September 12, 2022

D. Site Plan Review Minutes from September 26, 2022

E. Public Works Commission minutes from September 27, 2022

8. COMMUNICATION & RECOMMENDATIONS

A. Town Square Update

B. 2022 WEDC Watertown Downtown Parking Study

C. Fire Prevention Week and Light the Night 2022 Proclamation

9. NEW BUSINESS

A. Appointment of Election Inspectors and Special Voting Deputies

B. Discussion on Invocation

10. ACCOUNTS PAYABLE

A. Accounts Payable

11. MISCELLANEOUS BUSINESS

A. Payroll Summary - August, 24, 2022 to September, 06, 2022

B. Credit Card purchases over 10K - August

12. ORDINANCES

A. Ord. #22-68- Ordinance to amend Section 500-9 A. Parking Prohibited in Specified Places - Dayton Street from Clement Street to W. Main Street (Sponsor: Chairperson Fred Smith From: Public Safety & Welfare Committee, 2nd reading)

B. Ord. 22-69 - Ordinance to repeal a portion of Section 500-8(A), Heavy Traffic Routes - S. Water Street from W. Main Street to W. Milwaukee Street (Sponsor: Chairperson Fred Smith From: Public Safety & Welfare Committee, 2nd reading)

13. RESOLUTIONS

A. Exh. 9428 - Resolution to approve budget amendment to cover SEH telecom review fees of \$10,000 for TDS Fiber Project (Sponsor: Mayor McFarland From: Finance Committee)

B. Exh. 9429 - Resolution to authorize a Joint Powers Agreement County 911 Emergency System with Dodge County. (Sponsor Mayor McFarland)

C. Exh. 9430 - Resolution to award HVAC service and support to Johnson Controls Inc. for \$48,550 (Sponsor: Ald. Wetzel From: Public Works Commission)

14. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Each individual who requests to address the Council will be permitted up to three minutes for their comments and must fill out the sign in sheet provided.

15. ADJOURNMENT

Persons requiring other reasonable accommodations of the above meeting may contact the office of the City Clerk by email mdunneisen@cityofwatertown.org, or by phone 920-262-4006.

"Any invocation that may be offered before the official start of the Council meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker."

**Common Council Minutes
September 20, 2022**

Section 4, Item A.

Mayor McFarland called the regular meeting of the City of Watertown Common Council to order at 7:00 p.m. on Tuesday, September 20, 2022. This meeting was open for attendance in the council chambers as well as virtually.

ROLL CALL

Roll call indicated the following Alderpersons present: Ald. Davis, Lampe, Ruetten, Bartz, Licht, Smith, Schmid, Wetzel and Romlein. City staff present were City Attorney Steven T. Chesebro, Deputy Fire Chief Rauterberg, Police Chief Robert Kaminski, Finance Director Mark Stevens, Zoning Administrator Jacob Maas, Wastewater Director Pete Hartz, Fire Chief Travis Teesh, Health Officer Carol Quest, Stacy Winkelman with Street Department, and City Clerk Megan Dunneisen. Virtually attending was City Engineer Jaynellen Holloway.

PLEDGE OF ALLEGIANCE

The Council recited the Pledge of Allegiance to the American Flag.

MINUTES OF PRECEDING MEETING

Mayor McFarland inquired if there were additions or corrections to minutes of the Common Council meeting held Tuesday, September 6, 2022. There being none, minutes were accepted as presented.

COMMENTS & SUGGESTIONS FROM CITIZENS PRESENT

William Ebert of 948 W. Main Street spoke on no parking/stripping concerns on W. Main Street/Dayton Street. Ken Berg of 1201 Richards Street spoke on invocation and city reorganizations.

PUBLIC HEARING

Mayor McFarland opened the public hearing on vacating a portion of Hyland Street at 7:08 p.m. there being no comment, Mayor McFarland closed the public hearing at 7:08 p.m.

COMMITTEE REPORTS

(Complete minutes are open for public inspection in the Finance Department.)

The following reports were received and filed:

Housing Authority meeting minutes from July 21, 2022, Police and Fire Commission meeting minutes from August 8, 2022, Board of Health minutes from August 17, 2022, Public Works Commission meeting minutes from September 13, 2022

COMMUNICATIONS & RECOMMENDATIONS

Mayor McFarland gave employee recognitions to Susan Wollin from the Health Department for twenty-five years, Carol Quest with the Health Department for twenty years, and Pete Hartz with Waste/Water Department for five years. Accurate Appraisals gave presentation on the Watertown property assessment process. The Fire Department monthly reports for July and August were recognized. Town Square update was given by Mayor McFarland. Public Works Director Jaynellen Holloway and Assistant Engineer Andrew Beyer gave information on the Cady Street Bridge 2023 Rehabilitation project. Kris Olson with Ayres Associates also gave information on the Cady Street Bridge including that the plans are to remove surface overlay and replace, do sidewalk repairs, and address the deterioration on sides and underneath. Discussion on railing concerns. The project will be funded by an 80/20 federal grant and will take about 4-6 weeks to complete once started. Final plans to be complete by Feb 2023.

NEW BUSINESS

Ald. Smith moved to approve Tom Klug to the Airport Commission for a second six-year term, seconded by Ald. Licht and carried by unanimous voice vote.

ACCOUNTS PAYABLE

(Complete listing of accounts payable is open for public inspection the Finance Department.)

Certified accounts were presented. Ald. Romlein moved to pay all certified accounts, seconded by Ald. Wetzel and carried by roll call vote: Yes-9; No-0; Abstain-0.

MISCELLANEOUS BUSINESS

Cash & Investments –August 31, 2022

LICENSES:

Ald. Smith moved to deny the applications for operator's licenses from Kiesha Demetropoulos, Andres Contreras Lopez, and Miguel Guadalalajara Jr. based on the City of Watertown's licensing guidelines, seconded by Ald. Romlein and carried by unanimous voice vote.

ORDINANCES

Ord. 22-66 - The Plan Commission is recommending to rezone 1611 East Main Street from Single-Family Residential (SR-4) Zoning District to Planned Office and Institutional (PO) Zoning District. 1611 East Main Street was erroneously zoned to the Single-Family Residential Zoning District during the June 17, 2003 adoption of the City of Watertown's Zoning Code. *Sponsor: Mayor McFarland From: Plan Commission, 2nd Reading.* Ald. Ruetten moved for adoption of ordinance 22-66 on its 2nd reading, seconded by Ald. Bartz and carried by roll call vote: Yes-9; No-0; Abstain-0.

Ord. 22-67 - Amend Chapter 550: Zoning Code, through the removal and addition of language to section § 550-521(1)(a), Outdoor Commercial Entertainment Setback, *Sponsor: Mayor McFarland From: Plan Commission, 2nd Reading.* Ald. Bartz moved for adoption of ordinance 22-67 on its 2nd reading, seconded by Ald. Lampe and carried by a roll call vote: Yes-9; No-0; Abstain-0.

Ord. #22-68- Ordinance to amend Section 500-9 A. Parking Prohibited in Specified Places - Dayton Street from Clement Street to W. Main Street, *Sponsor: Ald. Smith From: Public Safety & Welfare Committee, 1st reading.* Ald. Smith moved for adoption of ordinance 22-68 on its 1st reading, seconded by Ald. Schmid and carried by roll call vote: Yes-9; No-0; Abstain-0.

Ord. 22-69 - Ordinance to repeal a portion of Section 500-8(A), Heavy Traffic Routes - S. Water Street from W. Main Street to W. Milwaukee Street. *Sponsor: Ald. Smith From: Public Safety & Welfare Committee, 1st reading.* Ald. Romlein moved for adoption of ordinance 22-69 on its 1st reading, seconded by Ald. Schmid and carried by roll call vote: Yes-9; No-0; Abstain-0.

RESOLUTIONS

Resolutions below are listed in order of the agenda but may not be the order by which they were taken up at the Council meeting.

Exh. #9415 - Resolution to award engineering design to Robert E. Lee and Associates for \$14,900. *Sponsor: Ald. Wetzel From: Public Works Commission.* Ald. Wetzel moved to approve resolution 9415, seconded by Ald. Romlein and carried by a roll call vote: Yes-9; No-0; Abstain-0.

Exh. #9423 Proposed adjustment to the City of Watertown Employee Handbook for vacation leave for part time tiers. *Sponsor: Mayor McFarland From: Finance Committee.* Ald. Davis moved to approve resolution 9423, seconded by Ald. Lampe and carried by unanimous voice vote.

Exh. #9424 - Resolution to update the City of Watertown Employee Handbook for final pay and awarding of vacation. *Sponsor: Mayor McFarland from: Finance Committee.* Ald. Davis moved to approve resolution 9424, seconded by Ald. Licht and carried by unanimous voice vote.

Exh. #9425 - Resolution to Vacate Right-of-Way on Hyland Street, Between the Rock River and Intersection with South Second Street, City of Watertown, County of Jefferson, Wisconsin.

Sponsor: Mayor McFarland From: Plan Commission. Ald. Romlein moved to approve resolution 9425, seconded by Ald. Bartz and carried by a roll call vote: Yes-8; No-0; Abstain-1 (Smith).

Exh. #9426 - Resolution to Adjust 2022 Payroll Resolution. *Sponsor: Mayor McFarland From: Finance Committee.* Ald. Ruetten moved to approve resolution 9426, seconded by Ald. Bartz and carried by unanimous voice vote.

Exh. #9427 - Resolution authorizing the City of Watertown to apply for the Wisconsin Department of 2023 Natural Resources Urban Forestry Grant. *Sponsor: Mayor McFarland From: Finance Committee.* Ald. Licht moved to approve resolution 9427, seconded by Ald. Ruetten and carried by a roll call vote: Yes-9; No-0; Abstain-0.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

William Ebert of 948 W. Main Street spoke about concerns on W. Main Street/Dayton Street. Ken Berg of 1201 Richards Street spoke on city reorganizations.

ADJOURNMENT

There being no further business to come before the Council at this time, Ald. Romlein moved to adjourn, seconded by Ald. Schmid, and carried by voice vote at 8:19 p.m.

Megan Dunneisen, City Clerk

DISCLAIMER: These minutes are uncorrected; any corrections will be noted in the proceedings at which these minutes are approved. Complete minutes are open for public inspection in the office of the Finance Department. Video recording available at Watertown TV's YouTube page: <https://www.youtube.com/c/WatertownTV>

NOTICE OF PUBLIC HEARING

Section 6, Item A.

Pursuant of Section § 62.23(7) of the Wisconsin State Statutes and Section § 550-141 of the City of Watertown Municipal Code, a notice is hereby given by the Common Council of the City of Watertown, Wisconsin, that a public hearing will be held on the 4th day of October, 2022 in the Council Chambers of the Municipal Building, 106 Jones Street, Watertown, Wisconsin at 7:00 P.M., or shortly thereafter, to consider the request of Jacob Rosbeck (applicant) and Thomas Funk (property owner), pursuant to Section § 550-141B(2), to rezone the western portion of 2002 Airport Road from “Multi” Zoning District to General Business (GB) Zoning District. The applicant is proposing to develop the western portion of 2002 Airport Road into a Personal Storage Facility land use. The western portion of 2002 Airport Road is further described as follows:

Part of the Southwest ¼ of the Southwest ¼ of Section 16, Township 8 North, Range 15 East, in the City of Watertown, County of Jefferson, State of Wisconsin, described as follows:

Commencing at the Southwest corner of the Southwest ¼ of said Section 16, said corner also being the point of beginning of this description; thence North 01°26'45" East, 991.81 feet, along the West line of said Southwest ¼ to the South line of Gateway Drive; thence South 87°07'02" East, 631.85 feet, along said South line; thence along the arc of a curve bearing to the right 46.25 feet, with a radius of 30.00 feet, and a chord bearing and distance of South 42°57'21" East, 41.80 feet; thence South 01°11'54" West, 963.25 feet, to the South line of said Southwest ¼; thence North 87°04'40" West, 665.27 feet, along the South line of said Southwest ¼ to the point of beginning.

Containing 657,450 square feet, 15.093 acres, more or less. (2002 Airport Road, PIN: 291-0815-1633-001)

All persons wishing to be heard are invited to be present. Written comments may be submitted to City Clerk Megan Dunneisen, 106 Jones Street, Watertown, WI 53094.

CITY OF WATERTOWN
Jacob A. Maas, CFM
Zoning & Floodplain Administrator

JM/nmz
PUBLISH:

September 20, 2022
and
September 27, 2022

(BLOCK AD)

NOTICE OF PUBLIC HEARING

Section 6, Item B.

Pursuant of Section § 62.23(7) of the Wisconsin State Statutes and Sections § 550-141, § 550-152G(2), & § 550-152H(6) of the City of Watertown Municipal Code, a notice is hereby given by the Common Council of the City of Watertown, Wisconsin, that a public hearing will be held on the 4th day of October, 2022 in the Council Chambers of the Municipal Building, 106 Jones Street, Watertown, Wisconsin at 7:00 P.M., or shortly thereafter, to consider the request of Eric S. Grunewald (applicant) and Jason C. Martinko & Sunisa Y. Melton (property owners) for a Planned Unit Development – General Development Plan (GDP) located at 820 East Main Street and described below. Eric S. Grunewald is proposing to develop a Vehicle Repair & Maintenance at 820 East Main Street. The property is zoned CB, Central Business, and is further described as follows:

Commencing at a point in the East line of Lot 2 in Heber Smith's Second Addition to the City of Watertown, Jefferson County, Wisconsin, which said point is 36 feet North from the South East corner of said Lot 2, thence running West parallel with the South line of said Lot, 50 feet, thence South parallel with the East line of Lot 2 and of Lot 1, in said Addition, 118 feet to the Southerly line of said Lot 1 which is the Northerly line of Main Street; thence Easterly along said Northerly line of Main Street as now laid out to the East line of said Lot 1 which is the West line of 9th Street as now laid out; thence Northerly and North along the said East line of said Lot 1 which is the West line of 9th Street to the place of beginning. (820 East Main Street, PIN: 291-0815-0411-174)

All persons wishing to be heard are invited to be present. Written comments may be submitted to City Clerk Megan Dunneisen, 106 Jones Street, Watertown, WI 53094.

CITY OF WATERTOWN

Jacob A. Maas, CFM
Zoning & Floodplain Administrator

JM/nmz

PUBLISH:

September 20, 2022
and
September 27, 2022

(BLOCK AD)

NOTICE OF PUBLIC HEARING

Pursuant of Section § 62.23(7) of the Wisconsin State Statutes and Section § 550-140 of the City of Watertown Municipal Code, a notice is hereby given by the Common Council of the City of Watertown, Wisconsin, that a public hearing will be held on the 4th day of October, 2022 in the Council Chambers of the Municipal Building, 106 Jones Street, Watertown, Wisconsin at 7:00 P.M. This public hearing will be to amend Chapter 550, Zoning Code, through the removal and addition of language to Section § 550-56C – Accessory Land Use, Detached Residential Garage, Carport, Utility Shed, Play Structure, or Lawn Ornament. The proposed ordinance would remove the requirement of a conditional use permit for residential accessory structures exceeding 1,000 square feet or for having greater than 2 accessory structures. Accessory structures would still have to comply with maximum accessory building coverage of the Zoning District. A copy of the proposed amendment is on file at the City Clerk’s Office for review 8:00 a.m. to 4:30 p.m., Monday through Friday. A copy may also be found at the City of Watertown’s website: https://www.ci.watertown.wi.us/document_center/index.php.

All persons wishing to be heard are invited to be present. Written comments may be submitted to City Clerk Megan Dunneisen, 106 Jones Street, Watertown, WI 53094.

CITY OF WATERTOWN

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PUBLISH:

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(BLOCK AD)

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.

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. ~~# 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.~~

NOTICE OF PUBLIC HEARING

Pursuant of Section § 62.23(7) of the Wisconsin State Statutes and Section § 550-140 of the City of Watertown Municipal Code, a notice is hereby given by the Common Council of the City of Watertown, Wisconsin, that a public hearing will be held on the 4th day of October, 2022 in the Council Chambers of the Municipal Building, 106 Jones Street, Watertown, Wisconsin at 7:00 P.M. This public hearing will be to amend Chapter 550, Zoning Code, through the addition of language to Section § 550-131.1A(8) – Electronic Message Center Setbacks. The proposed ordinance would allow the establishment of Electronic Message Centers within the 75 residential setback IF it is replacing a compliant backlit or internally illuminated sign. The new Electronic Message Center cannot be greater than 110% of the square footage of the original backlit or internally illuminated sign. A copy of the proposed amendment is on file at the City Clerk’s Office for review 8:00 a.m. to 4:30 p.m., Monday through Friday. A copy may also be found at the City of Watertown’s website: https://www.ci.watertown.wi.us/document_center/index.php.

All persons wishing to be heard are invited to be present. Written comments may be submitted to City Clerk Megan Dunneisen, 106 Jones Street, Watertown, WI 53094.

CITY OF WATERTOWN

Jacob A. Maas, CFM
Zoning & Floodplain Administrator

JM/nmz

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(BLOCK AD)

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.*

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.

PUBLIC SAFETY & WELFARE COMMITTEE

Section 7, Item A.

September 7, 2022

The Committee met at 5:30 p.m. in Room 2044 of the Municipal Building. Members present were Alderpersons Dana Davis, Eric Schmid, Will Licht and Fred Smith. Also in attendance was Assistant Police Chief Ben Olsen, Director of Public Works/City Engineer Jaynellen Holloway, Assistant City Engineer Andrew Beyer, Alderperson Dan Bartz, and Stacy Winkelman from the Street Department. The following citizens were present: Larry Salas, William Ebert, Dawn and Connie Wiedenfeld, Scott and Wendy Kaufmann, and David Fair.

1. **Roll Call:** All Committee members were present.
2. **Receive comments from the public:** No person wished to speak at this opportunity in the agenda, but preferred to wait until their items of interest (B & C) were being considered.
3. **Approval of Minutes:** The minutes for the August 3rd meeting had already been presented to the City Council without correction so those minutes were simply noted at this point in the agenda.

Agenda Item 4.B and C were moved up for the convenience of those attending the meeting and considered together.

4.B and C Review and take possible action: An Ordinance to Amend Section 500-9A. Parking prohibited in specified places – Dayton Street and Review and take possible action: An Ordinance to Amend Section 500-9A. Parking prohibited in specified places – West Main Street. As part of the 2022 Annual Street & Utility Project, the block of Dayton Street between Clement Street and West Main Street was widened to accommodate semi-truck turn patterns. The design engineer has recommended pavement marking installation on West Main Street & on Dayton Street. Installing pavement marking will result in the loss of parking on both Dayton Street and West Main Street. Several citizens were present and were greatly concerned about the loss of parking on West Main Street (no one was affected by the proposal to remove parking on Dayton Street and no one spoke in opposition to that). The concerned citizens spoke to a variety of matters affecting safety, home valuation, and the importance of parking to their long-standing neighborhood way of life. Every person that spoke was opposed to removing the parking on West Main Street. The estimate by the city was that approximately 40 parking spaces would be lost. Assistant Police Chief Olsen reported that there were only two accidents on West Main Street over the preceding five years. After substantial discussion by the Committee members and additional comments by the citizens present, two motions were made, one relating separately to each street. **FIRST MOTION:** Ald. Schmid made a motion, seconded by Ald. Licht, to recommend removing the parking on Dayton Street on both the east and west sides, from Clement Street to West Main Street. This motion was unanimously approved. **SECOND MOTION:** Ald. Smith made a motion, seconded by Ald. Davis, to disapprove removing any parking from West Main Street. This motion was also unanimously approved. **ACTION:** An Ordinance will be submitted that will remove parking from both sides of Dayton Street from Clement Street to West Main Street. **In addition,** in furtherance of the Committee decision, all pavement markings that were mistakenly but prematurely placed on West Main Street will be expeditiously removed.

4.E Review and take possible action: Possible improvements to on-street parking on Dodge Street between 5th and 6th Streets: Ald. Bartz forwarded a letter from a resident who was concerned about parking in and around Dodge Street, especially about those vehicles blocking or encroaching upon area residents' driveways. The city no longer paints curb lines on either side of driveways but in problematic areas does place orange/pink painted lath on either side of driveways as a reminder to people that parking is being monitored in the area and that they should avoid parking within four feet of a driveway. Ald. Schmid made a motion, seconded by Ald. Davis, to install lath in the area. This motion carried unanimously. **ACTION: Lath will be installed within this area.**

4.A Review and take possible action: Speeding concern on South Church Street between Stimpson and Boomer Streets. Several citizens have expressed to Ald. Wetzel concerns relating to their observing many vehicles speeding on South Church Street, especially between Stimpson and Boomer Street. There have been very few accidents in this area and the police recommend initially trying enhanced monitoring/enforcement. The Committee consensus was to endorse this approach as the next reasonable step. **ACTION: Nothing additional.**

4.D Review and take possible action: Remove South Water Street between Main and West Milwaukee Street as a designated truck route. As part of the Town Square project, the north portion of South Water Street is being reconstructed as a curbless concrete street while much of this portion is also being narrowed. The street is currently a truck route but there are other nearby designated truck routes on South First Street and South Church Street. The city is recommending that South Water Street from Main Street to Milwaukee Street no longer be designated as a truck route. Ald. Davis made a motion, seconded by Ald. Licht, to remove South Water Street from Main Street to Milwaukee Street, as a truck route. This motion carried unanimously. **ACTION: An Ordinance will be presented.**

4.E Review and take possible action: Consider pavement marking installation on South Concord Avenue between East Main Street and Western Avenue. A resident has requested that the PS&W Committee reconsider adding pavement markings between East Main Street and Western Avenue. In 2017, the Committee reviewed this issue and sought cost estimates but it was not added as a project in the 2018 budget. The cost today for marking a double yellow centerline would be about \$3,000. The police are recommending against the marking, believing it will cause more accidents with parked cars that actually prevent crashes, of which there are few on this street. Ald. Licht made a motion, seconded by Ald. Davis, to deny adding pavement markings on South Concord Avenue. The motion carried unanimously. **ACTION: Nothing required.**

4.G Review and take possible action: Address parking concern at the intersection of Dodge Street and South 3rd Street. Ald. Davis received a concern from a resident pertaining to the limited visibility at the above-referenced intersection. The concern is that when traveling west on Dodge Street and attempting to turn left (south) onto South 3rd Street, cars parked in front of 311 South 3rd Street block their view. The police believe the only improvement will come if the city is willing to remove parking in front of the business at 311 South 3rd Street and was not recommending that be done. There had been only one accident at that intersection in five years. Ald. Smith made a motion, seconded by Ald. Davis, to table this matter indefinitely. The motion passed unanimously. **ACTION: Nothing required.**

4.H Review and take possible action: Address parking concern at the intersection of Division Street and North 4th Street. Ald. Davis received a concern from a resident regarding visibility at the above-referenced intersection. The PS&W Committee has reviewed this intersection several times in the recent past (in 2021, 2020, 2019, 2014, and 1997). The only way this intersection will be improved as to its limited site distance is to purchase the house at 513 North 4th Street. Ald. Schmid made a motion, seconded by Ald. Davis, to table this matter indefinitely. The motion passed unanimously. **ACTION: Nothing required.**

There being no further business to come before the Committee, a motion was made by Alderperson Schmid, seconded by Alderperson Davis, to adjourn. The motion carried unanimously and the meeting adjourned at 7:03 p.m.

Respectfully submitted,

Fred Smith, Chairman

SITE PLAN REVIEW COMMITTEE
September 12, 2022

Section 7, Item B.

The Site Plan Review Committee met on the above date at 1:30 P.M. in the Council Chambers of City Hall as well as via GotoMeeting. The following members were present: Jacob Maas, Doug Zwieg, and Ritchie Pitz. Also in attendance was Nikki Zimmerman.

1. Call to Order

Due to lack of quorum, the meeting was tabled to September 26, 2022 by Chairperson Jacob Maas.

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.

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 Alyse Talaga.

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 Alyse Talaga as our newly appointed Citizen Commission Member, employed as a branch manager by Summit Credit Union, and a Watertown resident. Alyse Talaga 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:

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:

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.

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 Planning 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:

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:

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 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.

City of Watertown Code Section § 550-34B states allowable uses for this property.

Flexibilities allowed by a Planned Unit Development are stated under Section § 550-152B.

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:

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.

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.

Recommendation: 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

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.

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.

Recommendation: 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 Talaga, 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.

SITE PLAN REVIEW COMMITTEE
September 26, 2022

Section 7, Item D.

The Site Plan Review Committee met on the above date at 1:30 P.M. in the Council Chambers of City Hall as well as via GotoMeeting. The following members were present: Jacob Maas, Doug Zwieg, Maureen McBroom, Emily McFarland, Ben Olsen, Anthony Rauterberg, John Duvernell, and Mike Zitelman. Also in attendance were Nikki Zimmerman, Tony Meyers of Maas Bros. Construction Co., Brian Kehrli of MSA Professional Services, Inc., and Sonja Kruesel of Vandewalle & Associates, Inc.

1. Call to Order

The meeting was called to order by Chairperson Jacob Maas.

2. Review and approve Site Plan Review Committee Minutes Dated August 22, 2022

Motion was made by Doug Zwieg and seconded by Mike Zitelman to approve the August 22, 2022 Site Plan Review minutes as submitted. Unanimously approved.

3. Review and approve Site Plan Review Committee Minutes Dated September 12, 2022

Motion was made by Doug Zwieg and seconded by Mike Zitelman to approve the September 12, 2022 Site Plan Review minutes as submitted. Unanimously approved.

4. Review and take action: 537 Milford Street – Erect a garage greater than 15 feet in height and 1,000 square feet in area

Jacob Maas explained the proposed project. Driveway access will be addressed at the September 26, 2022 Plan Commission meeting. The applicant is looking to build a new garage structure greater than 15 feet in height and 1,000 square feet in area.

The following was presented by city staff:

Building: A building permit application and site plan will have to be submitted.

Stormwater: If at any time 3,000 square feet or more of land is disturbed an erosion control/stormwater runoff permit will be required.

Motion was made by Maureen McBroom and seconded by Doug Zwieg to approve this item as submitted.

Unanimously approved.

5. Review and take action: 672 Johnson Street – exterior and interior renovation

Brian Kehrli of MSA Professional Services, Inc. and Tony Meyers of Maas Bros. Construction Co. were present to explain the project. The former Bethesda property will be converted to be used as an express YMCA, daycare, health club, and Able Light offices on the lower level. There will be 10,000 square feet of playground area added as well as replacement of the sidewalk and planters that have deteriorated over the years.

The following was presented by city staff:

Building: State approved plans will have to be submitted along with the building application form.

Stormwater: Currently working with the applicant on approval of the erosion control/stormwater runoff permit. The applicant is planning on utilizing the current stormwater facility but will be making improvements. An updated erosion control sheet shall be submitted.

Zoning: This property is currently zoned PO, Planned Office & Institutional which requires a conditional use permit for the daycare and YMCA. After some discussion, it was determined it may be in the best interest of the applicant to obtain a PUD, Planned Unit Development, for this site.

Motion was made by Doug Zwieg and seconded by Maureen McBroom to approve this item with the following conditions:

- A. Stormwater submittals for erosion control and post construction
- B. Discussion on Planned Unit Development

Unanimously approved.

6. Adjournment

Motion was made by Anthony Rauterberg and seconded by Mike Zitelman to adjourn. Unanimously approved.

Respectfully submitted,

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

Commission members present: Alders Bartz, Ruetten, Wetzel, Commr. Thompson

City employees present:

Public Works Director/City Engineer Jaynllen Holloway

Assistant City Engineer Andrew Beyer

Wastewater Treatment Manager Peter Hartz

Assistant Wastewater Treatment Manager Tim Hayden

Storm Water Project Manager Maureen McBroom

1. Chairman Wetzel called the meeting to order at 5:32 p.m.

2. Comments and suggestions from citizens present - None

3. Review and approve minutes from September 13, 2022

Motion to approve Ald. Bartz

2nd Ald. Ruetten

Carried by unanimous voice vote

4. BUSINESS

Agenda item 4. I. was moved ahead

I. (Item moved to accommodate a guest and Maureen McBroom as one agenda item involved them). Review and take possible action: Development of Water Quality Trading Program to meet Total Maximum Daily Load (TMDL) Pollutant Reduction Requirements of MS4 Permit. Patricia Cicero from Jefferson County Land and Water Conservation Department was in attendance to answer any questions. The Wisconsin Department of Natural Resources (WDNR) released the Rock River Basin Total Maximum Daily Load study in September 2011. In 2014, it was determined that it would be cost-prohibitive to meet the TMDL requirements as found in the MS4 Permit through traditional stormwater treatment Best Management Practices (BMPs). In the 2014 Water Quality Master Plan, it was estimated that spending \$13 million on traditional stormwater treatment BMPs would not get the City close to meeting MS4 permit TMDL reduction requirements. City staff, consultants and elected officials continued to evaluate alternatives to meet the TMDL requirements of the MS4 Permit over the next few years and determined that a water quality trading program was the best, most cost-effective option.

The City reported the choice of the water quality trading option to WDNR in 2017, per the MS4 Permit requirements. City staff have and will continue to maximize the stormwater pollutant reductions available through traditional BMPs and new technologies inside City limits. However, a portion of the pollution reductions that are required will need to occur through the long-term installation of nonpoint source practices in the surrounding watershed in order to meet the City's MS4 Permit requirements in a cost-effective manner.

City staff are working with Jefferson County Conservation Department and the Rock River Coalition to develop a water quality trading water quality trading project, including a formal partnership with these entities, funding and implementation structure.

McBroom presented a detailed PowerPoint showing the involvement and progress of Watertown's TMDL program since 2011. Commr. Thompson asked which gov's entities this phosphorus reduction involves i.e. City of WTTN, county, surrounding towns, etc. McBroom stated that counties and towns are exempt from MS4 permitting but have their own regulations. However, the City is the driving force for the project.

Thompson then asked if the farms are the main largest polluter outside the City and McBroom stated that that is where county regulations come into play.

Another presentation will be presented to the Council in the near future.

The Engineering Division and Storm Water Utility are seeking approval to continue working with partners to develop a water quality trading program. Pending approval, an intergovernmental agreement will be brought before the Public Works Commission and the Common Council at a later date.

Motion to approve Ald. Wetzel

2nd Ald. Ruetten

Carried by unanimous voice vote

A. Review and update – 2023 annual capital improvement project supplies for underground infrastructure replacement have been ordered from Core - Main.

Ald. Ruetten asked if we are going to continue to buy for 2024 projects. Pete would like to finalize before his budget is done next year.

B. Review and update – Private Lead Service line replacement program changes for 2023 and beyond. Tim Hayden attended a meeting with MEG (Municipal Environmental Group) and Pete had him update. The last two years we have received a principal forgiveness loan i.e. grant. DNR has used up the funds for that type of private lead service loan. There are going to be changes in 2023 and beyond for those municipalities who wish to continue to replace private lead service laterals. We are doing all the homes in next year's project this year.

Tim shared that the new funding is part of the Bipartisan Infrastructure Bill (BIL). This focuses on communities that are impoverished i.e. those that meet certain criteria. To qualify for these funds a community must score a minimum of 60 points and WTTN scored 55 points. Not one community at the MEG meeting qualified. If the city as a whole doesn't qualify then one could focus on an impoverished area of said city. However, the PSC said you cannot spend money on one part of a city but must equally qualify the entire city. So a consultant must be hired to help guide the city through the process. Because of the City's proactive work on the lead lateral replacement WTTN is ahead of the game.

There are over 150 cities in the MEG. We rely on them on a number of issues.

Commr asked where we are with the contractor and Tim stated that 100 houses are complete and is confident to get the 500 houses completed before the end of the year. The DNR has extended the time period for completion of the project. Both Pete and Tim praised the work of MJ Construction.

C. Review and take action - submittal of documents for 2024 Private Lead Service Line replacement project thru the Safe Drinking Water Loan Program - Notice of Intent to Apply (ITA) & Priority Evaluation and Ranking Form (PERF); both due October 21, 2022 and the application June 2024.

Pete Hartz shared BIL funding is not available as quickly because of the change in the program. In order for the City to move forward in 2023 we would need to find seed money for the homeowners as our ordinance allows for citizens to take out a loan from the water department, but the department has no money to loan right now. 2023 may be a "pause" year, but we can put in an ITA for 2024 for the safe drinking water loan. This will allow discussion as to what to do for 2023, communicating with the PSC about using rate funded dollars to continue to move the program forward, which is something that can take up to a year to get in place. This is all new to us since September 15. Since we are doing 2023 services this year, we are somewhat ahead of the game.

Looking for approval to submit the ITA and the application. This is an online application.

Motion to approve Commr. Thompson

2nd Ald. Bartz

Carried by unanimous voice vote

D. Review and update – Purchase of new emergency generator & automatic transfer switch for the Spaulding Lift Station from United Electric, Inc. for \$31,440. There is money in the 2022 budget.

E. Review and update – Purchase of new lift station control panels from Energenecs Inc., for \$39,900 (Lift Stations for controls; N. Water St., 5th Ward, Fox Creek, Country Club Lane, Hintze)

F. Review and update – Purchase of new liners for the sludge conveyors from Drydon Equipment Inc., for \$26,960.

The Wastewater Department owns and operates a dewatering system at the wastewater treatment plant. After twenty years of life the liners were recently found to be worn out and need replacement before damaging other parts of the sludge equipment and conveyance system. The equipment make is by Parkson and Drydon Equipment Inc., is the regional representative of Parkson Equipment. Drydon Equipment Inc. provided a quote which was considered reasonable by staff. The Wastewater Department would like to purchase new conveyor liners from Drydon Equipment Inc. not to exceed \$26,960.

G. Review and take action – Purchase new rotary screw air compressor and controller from Kaeser Compressors, Inc. for \$10,761.

The Wastewater Department owns and operates an advanced wastewater treatment process which includes primary sludge pumps as part of the treatment plant. The primary sludge pumps play a critical role in transferring waste from one process to another at the wastewater treatment plant. One of the screw compressors was found to be worn out and is no longer in production so needs to be replaced in order to have a back up to the other screw compressor to supply air to the primary sludge pumps. The entire air system and equipment are made by Kaeser Compressor Inc. Kaeser Compressor is their own representative of the equipment, and WHEREAS, Kaeser Compressor Inc. provided a quote which was considered reasonable by staff.

H. Review take action - Approve planned service agreement from Johnson Controls for the water and wastewater HVAC computerized control system.

The Water/Wastewater Departments operate a HVAC system that is controlled with a virtual machine (computer software cloud) as part of the process to control for the indoor environment in all the buildings (10) at 800 Hoffman Drive. The service contract with Johnson Controls was first incorporated in 2011 and recently updated in 2021.

This is a three year service agreement dated: 11/1/2022 through 1/31/2025.

Ald. Bartz asked if it has always been a three year agreement

Pete Hartz stated that it appears to have always been a three year agreement and while they have shopped around the software is proprietary.

A resolution will be presented.

Motion to approve Commr Thompson

2nd Ald. Ruetten

Carried by unanimous voice vote

5. Adjournment

Motion to adjourn Ald. Bartz

2nd Ald. Ruetten

Carried by unanimous voice vote

Meeting adjourned at 6:40 p.m.

Respectfully submitted,

Bob Wetzel

Public Works Commission Chair

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

Memo

To: Common Council
From: Mayor McFarland
Date: September 28, 2022
Re: Town Square Update

Common Council Members,

Below is a summary of the Town Square progress for the last two weeks and the upcoming two weeks.

Last Two Weeks:

- ❖ Masonry work is nearing completion, setting the precast sign, and finishing the adjacent planter is the only remaining work.
- ❖ Site excavation and grading work is nearing completion.
- ❖ Site concrete work is nearing completion.
- ❖ Wood slates were installed on the sunshade.
- ❖ Field measuring was completed for the remaining sets of concrete stair railings recently purchased.
- ❖ Electrical work will continue.
- ❖ AT&T fiber optic relocation was completed, and temporary poles were removed.

Next Two Weeks:

- ❖ Topsoil placing is scheduled to begin Wednesday and should be completed by early next week.
- ❖ Concrete pavers are scheduled for delivery this Thursday.
- ❖ Breckenridge Landscaping will be on site Thursday making adjustments to level and tighten joints on the outcropping stones that have been set along with beginning concrete paver installation.
- ❖ Bruce Morrow will be on site Friday at 11:00 a.m. to review the concrete paver mock-up as the paver work gets underway.
- ❖ Precast sign will be installed.
- ❖ Electrical work will continue.



As you all know, we have cancelled the ribbon cutting for 10/29. We do plan to open the square this year once it is complete and then host a larger ceremony of events in the Spring.

Thank you,

Mayor McFarland

City of Watertown Downtown Parking Study Overview

Background:

SRF completed a parking study update for the Downtown district of the City of Watertown (see Figure 1: Parking Zones). A previous parking study was completed in 2018 with parking utilization surveys of on and public and private off-street parking. This study will serve as an update to those public parking lots and development assumptions. The core project area is generally bounded by Washington Street to the west, Cady Street to the north, Seventh Street to the east, and Milwaukee Street to the south. The defined project area and zones are shown in Figure 1. The main objectives of this study are to review the existing parking utilization within the project area, document any supply issues that exist, and plan for potential future parking opportunities as redevelopment is expected to occur. The following assumptions, analysis, and study conclusions are offered for your consideration.

Existing Conditions:

The existing conditions were reviewed to establish a baseline to identify any existing supply issues facing this area of downtown for both the parking lots and on-street parking locations shown in Figure 1. The evaluation of existing conditions includes parking utilization surveys collected during different time periods. Public Works Department team members conducted a parking utilization survey during the week of July 15, 2021, and the weekend of June 26, 2021, within public lots in Downtown Watertown.

Results of the parking utilization surveys are detailed within Tables 1, 2, and 3 for the highest peak periods during the observation periods, which were the Saturday afternoon, weekday evening, and weekday afternoon, respectively. The full dataset is included within Appendix A.

As shown in Tables 1 through 3, the **peak parking period** is generally identified as the **Saturday afternoons** with a **peak utilization of approximately 45 percent** for all spaces in the downtown core. There is a peak parking demand of **53% of the public spaces available in Downtown**. This leaves a public parking **surplus of 597 spaces**.

A few other key observations during the peak timeframes:

- On-street parking ranges in all zones from 32 to 45 percent occupied, with the peak occurring on the Saturday afternoon timeframe.
- On-street parking in Zone A, where there are no public lots, is approximately 55 percent occupied during all peak timeframes.
- Public parking lots peaked with a 66 percent utilization on Saturday afternoon, which coincides with the peak recreational and shopping hours of Downtown. During the weekdays, the public parking lots were approximately 35 percent occupied in Downtown.
- During the weekdays, the public lots were higher utilized in Zone D, however, on Saturday, the public lots were similarly utilized in Zone C and D. Note, the public lots in Zone B were always less than 30 percent occupied.
- Private parking lots throughout Downtown were approximately 30 percent occupied during the peak hours, indicating an excess supply of private parking.

Future Parking Demand:

The following key results were determined as part of the parking analysis:

- Zone A is expected to have a deficit of public parking between six (6) and nine (9) spaces during the time periods. Note, all available public parking in this zone is on-street parking.
- If the proposed retail developments in Zone A are able to provide off-street parking for a portion of the customers, the potential deficit could be reduced/eliminated. For purposed of this study to remain conservative, it is assumed that all parking will occur at public facilities.
- In Zone B during the Saturday afternoon peak time there is expected to be a public surplus of only one (1) parking space. This would be expected to become a deficit of approximately 60 spaces if full capacity events occurred at the Town Square Amphitheater during the Saturday afternoon timeframe. During the other timeframes, there is expected to be sufficient public parking supply.
- There are not expected to be any public parking supply issues in Zones C and D during the peak times.
- In addition to the public parking, there is an abundance of private parking spaces available during the peak times in all zones.
- Given the public parking supply issues expected in Zones A and B during the peak timeframes, parking mitigation strategies will be required to minimize impacts on visitors to Downtown.
- Strategies should focus on directing visitors to available parking lots on either side of the river while promoting multimodal opportunities to decrease vehicle circulation.

Other Considerations:

The two public lots located along the west side of S. First Street between Jefferson and Main Streets when developed will have approximately 34 on-street stalls available within approximately one block of these two public lots. Likewise, there will be available capacity between on-street parking and public lot parking to accommodate the development of public lot along Market Street and further south on S. First Street.

In addition to that potential development, the City may potentially acquire two (2) private parking lots in Zone C. If these lots become public parking, it is anticipated that up to 40 public parking stalls will be added. These lots are present an opportunity for the City to create additional overflow parking during upcoming Main Street construction during which on-street parking will be reduced during the construction season, potential permit spaces for businesses/landlords, and future redevelopment opportunities. By purchasing these lots, the City will control the function of the lot, which allows flexibility in future years to meet the needs of the community.

Mitigation/Implementation Plan:

Low Cost

- Shared Parking: Underutilized private parking lots should be considered for shared parking opportunities.
 - o Potential locations to consider shared parking in Zone B include, but are not limited to, the following private parking locations:
 - Lot located in the 300 block of S. Water Street
 - Lot directly north of 104 W. Main Street
 - Lot located at 301 W. Main Street

- Provide Short-Term Parking: Reduce parking time limits in front of certain businesses, as needed to encourage high turnover for visitors and reduce employee parking on-street.
 - o Time limits reduced to 15 – 30 minutes
- New Development Parking Requirements: Require off-street parking to be provided by new development at agreed upon parking rates.

Medium Cost

- Communications Plan: Communications can be sent out to both residents and area businesses/chamber of commerce promoting the use of the available parking facilities.
- **Parking Surveys:** Perform a business owner survey in the future for the entirety of downtown to understand current communications plans, employee parking behaviors, and opinion on the changes in work habits.
- **Improved Parking Signing:** Installing improved, high visibility signs at entrances to public parking facilities.
- Promoting Walking/Biking Downtown: To encourage higher usage of public parking lots on the fringe of the Downtown core, the City can encourage walking through the core and encourage residents who live within a bikeable distance (typically within 1 – 2 miles) to bike to Downtown to reduce reliance on automobiles.

Ways to encourage walking/biking include:

- Installing bike racks/bike lanes where feasible. Designate a bike route.
- Ensuring sidewalks are a proper width (minimum of 4 feet) and are in good condition (i.e. fixing broken panels and heaved panels).
- Ensure sidewalks are clear of ice/snow during winter months.
- Provide benches and landscape/streetscape enhancements to improve the visual feel and provide opportunities for visitors to rest.
- Ensure areas are well lit and safe. When visitors feel safe, they are encouraged to stay longer and visit more often.
- Install wayfinding signing with estimated walk times/distance. These signs provide helpful notes to visitors to explore the area while understanding the walk times. Public parking lots could be included, or these signs can be installed near public lots.
- Information kiosks, either static or interactive (higher cost) can help visitors find local establishments, find parking locations, and understand distances. Similar to wayfinding signing, these types of installations provide visitors with a greater understanding of the Downtown core. These can be located near key intersections or bridges.
 - o Detailed information such as restaurants, civic destinations, churches, or landmarks can be included.
 - o Interactive displays provide a wealth of information but come with a high cost.
 - o A static display could include a QR code which can help update with real time information.
 - o Kiosks should be placed in a way that they do not impact travel paths along the sidewalk network and still maintain ADA compliance.

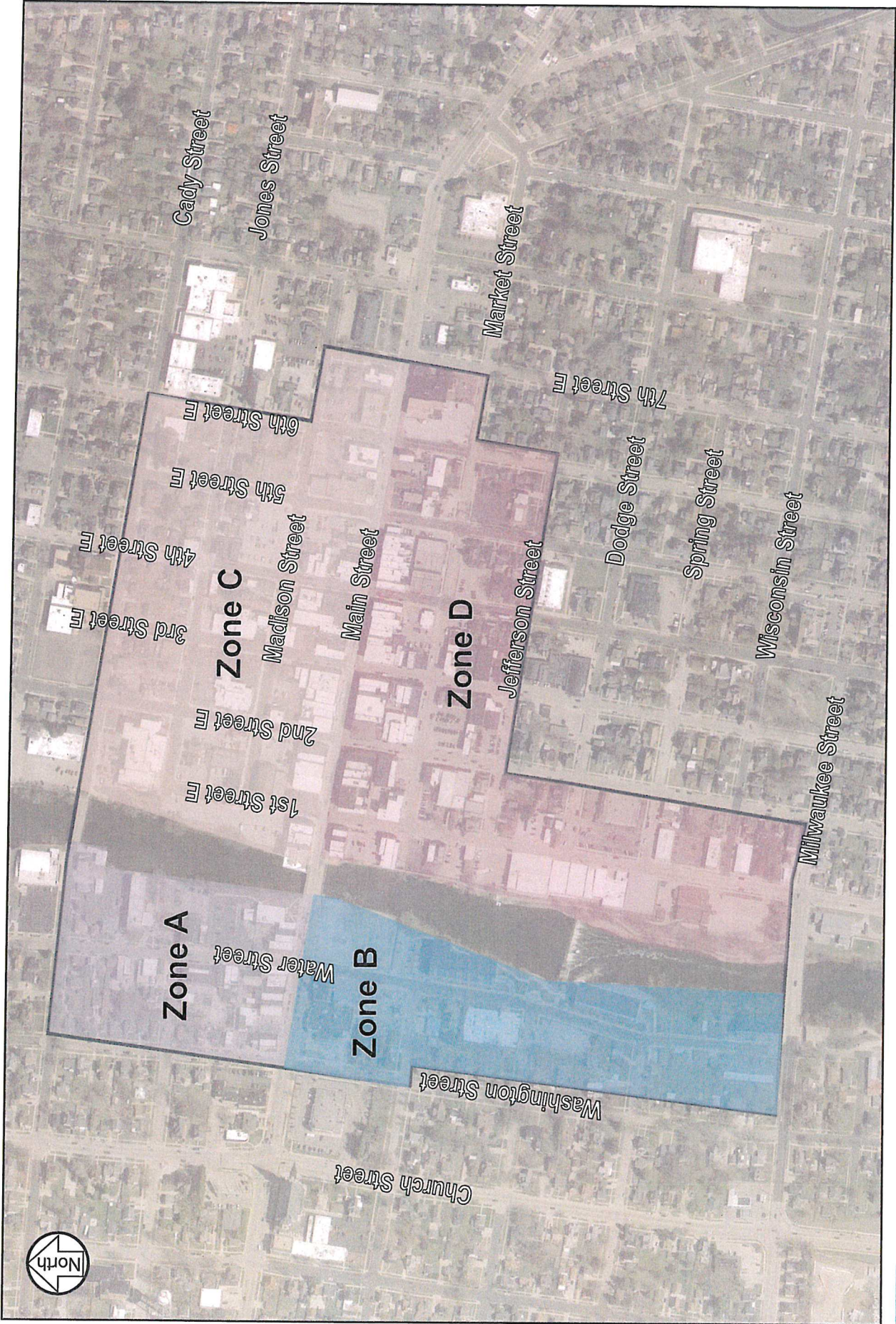
High Cost

- Acquiring Additional Public Lots: Find private lots that are underutilized or not utilized and purchase the blighted properties.
- Parking Structure: Although not expected to be needed now, a parking structure constructed on the site of an existing public surface lot can increase parking supply.
- Parking Meters: Parking meters have not been specifically requested by users or business owners of Downtown, but they are a potential future option.

- Parking Permits: Both residential or employee parking permit program could be instituted to help reduce circulation and clearly identify who can park where.

Implementation Plan:

Using information provided within the study and the 2018 study, The City is recommended to prioritize the low-cost improvements. As development occurs within Downtown, the medium cost improvement strategies can begin to be implemented, pending funding. Wayfinding signing provides one of the best benefit/cost of the listed strategies, as it can help both long-time residents and new visitors to their destinations. The multi-modal improvements listed can be implemented on a low-cost basis or as roadway reconstruction occurs. These improvements will help facilitate alternative modes of transportation and reduce reliance on parking automobiles right outside the front door of the destination. At this time, the high-cost opportunities of parking structures and parking meters are not expected to be necessary. If development assumptions change and a large influx of public parking is necessary, those strategies should be reviewed. Under the current plans, the low, medium, and remaining high-cost strategies should be sufficient to help accommodate the future parking demand.



Zone Map
Watertown Downtown Parking Study
City of Watertown, WI

Figure 1

Downtown Watertown Parking Study Update

May 20, 2022

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Table 1. Parking Utilization Survey – Saturday Afternoon

	Zone A	Zone B	Zone C	Zone D	Total
Supply					
Total Public Supply	108	198	582	383	1,271
Total Supply (Public + Private)	249	296	740	692	1,977
On-Street	108	80	334	262	784
Off-Street (Public)	0	118	248	121	487
Off-Street (Private)	141	98	158	309	706
Demand					
Public Demand	59	82	301	232	674
Total Demand	119	117	324	326	886
On-Street	59	48	116	131	354
Off-Street (Public)	0	34	185	101	320
Off-Street (Private)	60	35	23	94	212
Surplus/(Deficit)					
Public Surplus	49	116	281	151	597
Total Surplus	130	179	416	366	1,091
On-Street	49	32	218	131	430
Off-Street (Public)	0	84	63	20	167
Off-Street (Private)	81	63	135	215	494
Utilization Percent					
Public Utilization	55%	41%	52%	61%	53%
Total Utilization	48%	40%	44%	47%	45%
On-Street	55%	60%	35%	50%	45%
Off-Street (Public)	N/A	29%	75%	83%	66%
Off-Street (Private)	43%	36%	15%	30%	30%

Downtown Watertown Parking Study Update

May 20, 2022
Page 5

Table 2. Parking Utilization Survey – Weekday Evening

	Zone A	Zone B	Zone C	Zone D	Total
Supply					
Total Public Supply	108	198	582	383	1,271
Total Supply (Public + Private)	249	296	740	692	1,977
On-Street (Public)	108	80	334	262	784
Off-Street (Public)	0	118	248	121	487
Off-Street (Private)	141	98	158	309	706
Demand					
Public Demand	58	40	219	180	497
Total Demand	122	73	236	286	717
On-Street	58	26	143	101	328
Off-Street (Public)	0	14	76	79	169
Off-Street (Private)	64	33	17	106	220
Surplus/(Deficit)					
Public Surplus	50	158	363	203	774
Total Surplus	127	223	504	406	1,260
On-Street	50	54	191	161	456
Off-Street (Public)	0	104	172	42	318
Off-Street (Private)	77	65	141	203	486
Utilization Percent					
Public Utilization	54%	20%	38%	47%	39%
Total Utilization	49%	25%	32%	41%	36%
On-Street	54%	33%	43%	39%	42%
Off-Street (Public)	N/A	12%	31%	65%	35%
Off-Street (Private)	45%	34%	11%	34%	31%

Downtown Watertown Parking Study Update

May 20, 2022
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Table 3. Parking Utilization Survey – Weekday Afternoon

	Zone A	Zone B	Zone C	Zone D	Total
Supply					
Total Public Supply	108	198	582	383	1,271
Total Supply (Public + Private)	249	296	740	692	1,977
On-Street (Public)	108	80	334	262	784
Off-Street (Public)	0	118	248	121	487
Off-Street (Private)	141	98	158	309	706
Demand					
Public Demand	60	52	177	127	416
Total Demand	124	76	217	209	626
On-Street	60	24	102	63	249
Off-Street (Public)	0	28	75	64	167
Off-Street (Private)	64	24	40	82	210
Surplus/(Deficit)					
Public Surplus	48	146	405	256	855
Total Surplus	125	220	523	483	1,351
On-Street	48	56	232	199	535
Off-Street (Public)	0	90	173	57	320
Off-Street (Private)	77	74	118	227	496
Utilization Percent					
Public Utilization	56%	26%	30%	33%	33%
Total Utilization	50%	26%	29%	30%	32%
On-Street	56%	30%	31%	24%	32%
Off-Street (Public)	N/A	24%	30%	53%	34%
Off-Street (Private)	45%	24%	25%	27%	30%



Memorandum

SRF No. 15015.00

To: Emily Welty, CEcD, EDFP
Downtown Development Program Director
Wisconsin Economic Development Corporation (WEDC)

From: Tom Sachi, PE, Project Manager

Date: June 29, 2022

Subject: Watertown Downtown Parking Study

Introduction

SRF has completed a parking study update for the Downtown district of the City of Watertown (see Figure 1: Parking Zones). A previous parking study was completed in 2018 with parking utilization surveys of on and public and private off-street parking. This study will serve as an update to those public parking lots and development assumptions. The core project area is generally bounded by Washington Street to the west, Cady Street to the north, Seventh Street to the east, and Milwaukee Street to the south. The defined project area and zones are shown in Figure 1. The main objectives of this study are to review the existing parking utilization within the project area, document any supply issues that exist, and plan for potential future parking opportunities as redevelopment is expected to occur. The following assumptions, analysis, and study conclusions are offered for your consideration.

Existing Conditions

The existing conditions were reviewed to establish a baseline to identify any existing supply issues facing this area of downtown for both the parking lots and on-street parking locations shown in Figure 1. The evaluation of existing conditions includes parking utilization surveys collected during different time periods.

Parking Utilization Survey

Parking utilization surveys were collected during the week of July 15, 2021 and the weekend of June 26, 2021 within public lots in Downtown Watertown. Parking data was collected during several time periods to help identify the fluctuation in parking utilization within the lots. The study time periods included:

- Saturday, June 26, 2021 – 12:00 p.m.
- Saturday, June 26, 2021 – 5:00 p.m.
- Saturday, June 26, 2021 – 6:00 p.m.
- Thursday, July 15, 2021 – 6:00 p.m.
- Thursday, July 15, 2021 – 7:00 p.m.
- Friday, July 16, 2021 – 12:00 p.m.
- Friday, July 16, 2021 – 5:00 p.m.
- Friday, July 16, 2021 – 6:00 p.m.
- Friday, July 16, 2021 – 7:00 p.m.

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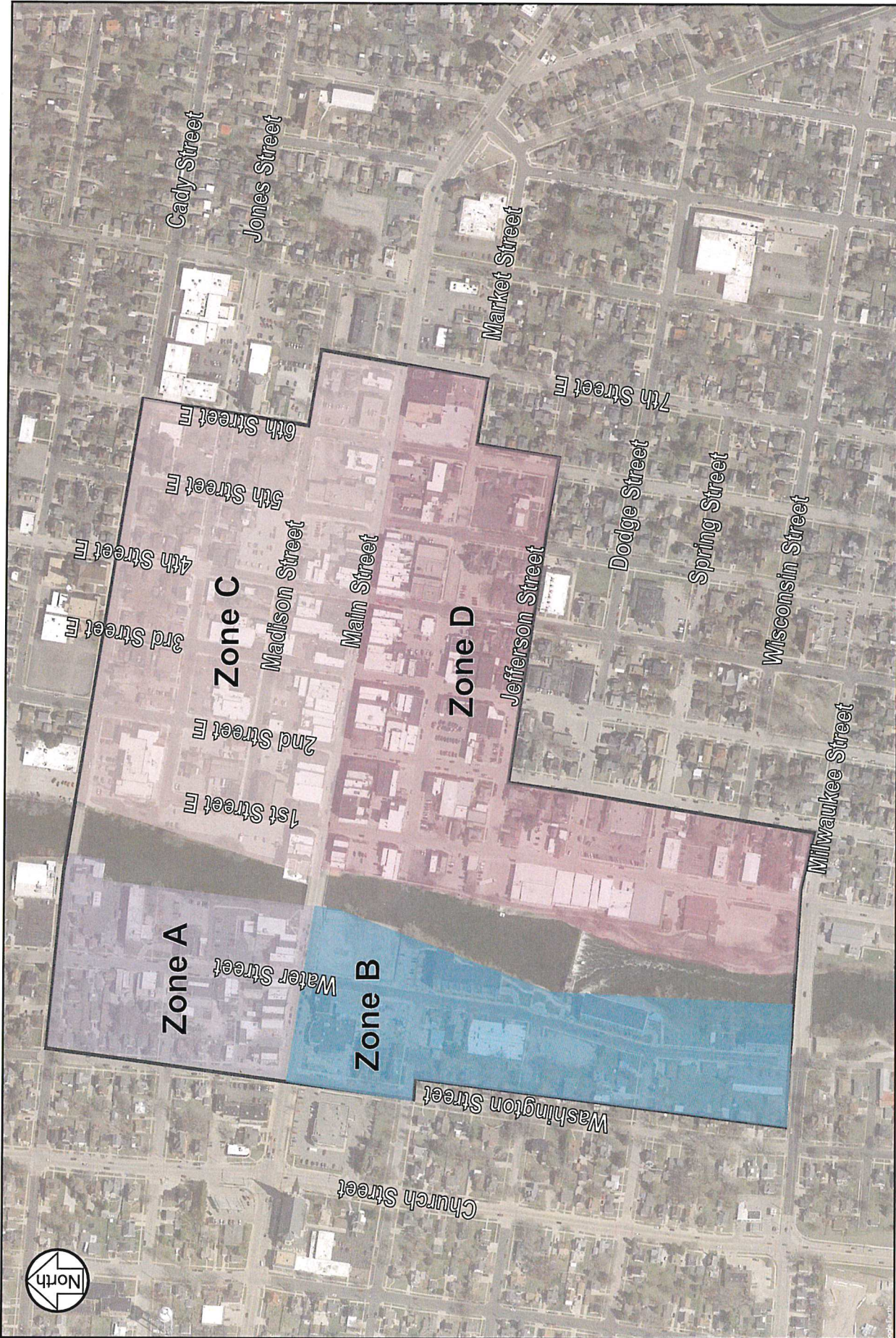


Figure 1

Zone Map
Watertown Downtown Parking Study
City of Watertown, WI



Note that the parking data collection occurred on mild temperature summer days when both commercial and recreation activity was taking place. The bounded area of the parking utilization surveys is consistent with the area collected in 2018. Note, based on impacts from the COVID-19 Pandemic and resources available, on-street parking data and private lot parking data was utilized from the 2018 study provided by the City. The public lots within Downtown Watertown were newly collected as indicated above.

Results of the parking utilization surveys are detailed within Tables 1, 2, and 3 for the highest peak periods during the observation periods, which were the Saturday afternoon, weekday evening, and weekday afternoon, respectively. The full dataset is included within Appendix A.

As shown in Tables 1 through 3, the peak parking period is generally identified as the Saturday afternoons with a peak utilization of approximately 45 percent for all spaces in the downtown core. Reviewing just the public spaces, there is a peak parking demand of 53 percent of the public spaces available in Downtown. This leaves a public parking surplus of 597 spaces. Note, an effective surplus was not applied to these parking demand counts as to not overestimate the existing demand. While an effective surplus is an estimated five (5) to 15 percent inflation of the existing parking demand values, which has been previously used in parking studies as users found lots “effectively fully occupied” at 85 to 95 percent parked. However, as land values have increased and parking lot construction and maintenance costs of increased, overbuilding parking to accommodate the effective surplus is not as common as it used to be. While there can be added circulation for motorists, some agencies rely less on an effective surplus and focus more intently on the actual surplus as to not overbuild surface or structured parking.

A few other key observations during the peak timeframes:

- On-street parking ranges in all zones from 32 to 45 percent occupied, with the peak occurring on the Saturday afternoon timeframe.
- On-street parking in Zone A, where there are no public lots, is approximately 55 percent occupied during all peak timeframes.
- Public parking lots peaked with a 66 percent utilization on Saturday afternoon, which coincides with the peak recreational and shopping hours of Downtown. During the weekdays, the public parking lots were approximately 35 percent occupied in Downtown.
- During the weekdays, the public lots were higher utilized in Zone D, however, on Saturday, the public lots were similarly utilized in Zone C and D. Note, the public lots in Zone B were always less than 30 percent occupied.
- Private parking lots throughout Downtown were approximately 30 percent occupied during the peak hours, indicating an excess supply of private parking.

Downtown Watertown Parking Study Update

May 20, 2022

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Table 1. Parking Utilization Survey – Saturday Afternoon

	Zone A	Zone B	Zone C	Zone D	Total
Supply					
Total Public Supply	108	198	582	383	1,271
Total Supply (Public + Private)	249	296	740	692	1,977
On-Street	108	80	334	262	784
Off-Street (Public)	0	118	248	121	487
Off-Street (Private)	141	98	158	309	706
Demand					
Public Demand	59	82	301	232	674
Total Demand	119	117	324	326	886
On-Street	59	48	116	131	354
Off-Street (Public)	0	34	185	101	320
Off-Street (Private)	60	35	23	94	212
Surplus/(Deficit)					
Public Surplus	49	116	281	151	597
Total Surplus	130	179	416	366	1,091
On-Street	49	32	218	131	430
Off-Street (Public)	0	84	63	20	167
Off-Street (Private)	81	63	135	215	494
Utilization Percent					
Public Utilization	55%	41%	52%	61%	53%
Total Utilization	48%	40%	44%	47%	45%
On-Street	55%	60%	35%	50%	45%
Off-Street (Public)	N/A	29%	75%	83%	66%
Off-Street (Private)	43%	36%	15%	30%	30%

Downtown Watertown Parking Study Update

May 20, 2022

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Table 2. Parking Utilization Survey – Weekday Evening

	Zone A	Zone B	Zone C	Zone D	Total
Supply					
Total Public Supply	108	198	582	383	1,271
Total Supply (Public + Private)	249	296	740	692	1,977
On-Street (Public)	108	80	334	262	784
Off-Street (Public)	0	118	248	121	487
Off-Street (Private)	141	98	158	309	706
Demand					
Public Demand	58	40	219	180	497
Total Demand	122	73	236	286	717
On-Street	58	26	143	101	328
Off-Street (Public)	0	14	76	79	169
Off-Street (Private)	64	33	17	106	220
Surplus/(Deficit)					
Public Surplus	50	158	363	203	774
Total Surplus	127	223	504	406	1,260
On-Street	50	54	191	161	456
Off-Street (Public)	0	104	172	42	318
Off-Street (Private)	77	65	141	203	486
Utilization Percent					
Public Utilization	54%	20%	38%	47%	39%
Total Utilization	49%	25%	32%	41%	36%
On-Street	54%	33%	43%	39%	42%
Off-Street (Public)	N/A	12%	31%	65%	35%
Off-Street (Private)	45%	34%	11%	34%	31%

Downtown Watertown Parking Study Update

May 20, 2022

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Table 3. Parking Utilization Survey – Weekday Afternoon

	Zone A	Zone B	Zone C	Zone D	Total
Supply					
Total Public Supply	108	198	582	383	1,271
Total Supply (Public + Private)	249	296	740	692	1,977
On-Street (Public)	108	80	334	262	784
Off-Street (Public)	0	118	248	121	487
Off-Street (Private)	141	98	158	309	706
Demand					
Public Demand	60	52	177	127	416
Total Demand	124	76	217	209	626
On-Street	60	24	102	63	249
Off-Street (Public)	0	28	75	64	167
Off-Street (Private)	64	24	40	82	210
Surplus/(Deficit)					
Public Surplus	48	146	405	256	855
Total Surplus	125	220	523	483	1,351
On-Street	48	56	232	199	535
Off-Street (Public)	0	90	173	57	320
Off-Street (Private)	77	74	118	227	496
Utilization Percent					
Public Utilization	56%	26%	30%	33%	33%
Total Utilization	50%	26%	29%	30%	32%
On-Street	56%	30%	31%	24%	32%
Off-Street (Public)	N/A	24%	30%	53%	34%
Off-Street (Private)	45%	24%	25%	27%	30%

Future Parking Demand

Although parking overall throughout Downtown indicates a significant capacity available, the majority is located east of the Rock River in Zones C and D. Currently, there are a number of partially and fully vacant buildings within the Downtown core, including upper level residential opportunities along Main Street. Using potential development assumptions and vacancy data provide by the City, an estimate of the future new development parking demand was completed. While a portion of these developments will be expected to self park (i.e. residential/hotel), there is another portion of the developments that will likely utilize the available public parking (i.e. retail). Additionally, some development is slated to replace current public surface lots, which will reduce the available supply. This includes the 66 space public lot in Zone B and approximately 40 spaces of the public lot along the river in Zone C.

Using the *ITE Parking Generation Manual 5th Edition*, a parking generation estimate was completed for the potential developments in each zone. Due to the private nature of the development information, specific land uses are not shown in the tables below, however, it includes a mix of residential, retail, institution, hotel, and a Town Square Amphitheater. The Town Square piece is located in Zone B. Note, the Town Square Amphitheater is expected to peak on Saturday evenings during the summer months with a peak demand of approximately 80 spaces. During the three (3) peak times identified, the usage of the space is expected to be less due to the expected minimal amount of programming during those time periods.

The future parking generation, and total public and overall parking surplus/deficit estimates are shown in Table 4, 5, and 6 for the Saturday afternoon, weekday evening, and weekday afternoon timeframes, respectively.

Table 4. Future Parking Utilization – Saturday Afternoon

	Zone A	Zone B	Zone C	Zone D
Surplus of Public Parking	+49	+116	+281	+151
On-Street	49	32	218	131
Off-Street (Public)	0	84	63	20
Increased Peak Demand	55	49	55	28
Removal of Public Parking	0	66	40	0
Forecasted Surplus of Public Parking	(-6)	+1	+186	+123
Surplus of Private Parking	+81	+63	+135	+215
Forecasted Surplus of Total Parking	+75	+64	+321	+338

Downtown Watertown Parking Study Update

June 29, 2022

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Table 5. Future Parking Utilization – Weekday Evening

	Zone A	Zone B	Zone C	Zone D
Surplus of Public Parking	50	158	363	203
On-Street	50	54	191	161
Off-Street (Public)	0	104	172	42
Increased Peak Demand	59	33	19	34
Removal of Public Parking	0	66	40	0
Forecasted Surplus of Public Parking	(-9)	+59	+304	+169
Surplus of Private Parking	+77	+65	+141	+203
Forecasted Surplus of Total Parking	+68	+124	+445	+372

Table 6. Future Parking Utilization – Weekend Afternoon

	Zone A	Zone B	Zone C	Zone D
Surplus of Public Parking	48	146	405	256
On-Street	48	56	232	199
Off-Street (Public)	0	90	173	57
Increased Peak Demand	55	37	18	33
Removal of Public Parking	0	66	40	0
Forecasted Surplus of Public Parking	(-7)	+43	+347	+223
Surplus of Private Parking	+77	+74	+118	+227
Forecasted Surplus of Total Parking	+70	+117	+465	+450

The following key results were determined as part of the parking analysis:

- Zone A is expected to have a deficit of public parking between six (6) and nine (9) spaces during the time periods. Note, all available public parking in this zone is on-street parking.
- If the proposed retail developments in Zone A are able to provide off-street parking for a portion of the customers, the potential deficit could be reduced/eliminated. For purposes of this study to remain conservative, it is assumed that all parking will occur at public facilities.
- In Zone B during the Saturday afternoon peak time there is expected to be a public surplus of only one (1) parking space. This would be expected to become a deficit of approximately 60 spaces if full capacity events occurred at the Town Square Amphitheater during the Saturday afternoon timeframe. During the other timeframes, there is expected to be sufficient public parking supply.
- There are not expected to be any public parking supply issues in Zones C and D during the peak times.
- In addition to the public parking, there is an abundance of private parking spaces available during the peak times in all zones.
- Given the public parking supply issues expected in Zones A and B during the peak timeframes, parking mitigation strategies will be required to minimize impacts on visitors to Downtown.

- Strategies should focus on directing visitors to available parking lots on either side of the river while promoting multimodal opportunities to decrease vehicle circulation.

Other Considerations

The two (2) public lots located along the west side of S First Street between Jefferson Street and Main Street are potential locations of development. While not indicated by City staff at this time of any plans, if these lots were to be redeveloped they currently contain 39 public parking stalls. However, based on the peak surveys collected, they have a demand between 22 and 25 spaces. Given the peak demand of 25 stalls on the weekday evening, a review of the publicly available parking nearby was completed. Within approximately one (1) block of these lots, there are approximately 62 on-street parking stalls, of which only 28 were occupied during the peak timeframe, leaving 34 stalls available. Additionally, the public lot along Market Street had eight (8) available parking stalls. Based on these results of the parking survey, there is available capacity between on-street parking and the public lot to accommodate the development of these sites. Note, the public lots further south on S First Street have over 50 available spaces during the peak times. While they are approximately a four (4) block walk, they are within the downtown area and could accommodate excess demand from further north.

In addition to that potential development, the City may potentially acquire two (2) private parking lots in Zone C. If these lots become public parking, it is anticipated that up to 40 public parking stalls will be added. These lots are present an opportunity for the City to create additional overflow parking during upcoming Main Street construction during which on-street parking will be reduced during the construction season, potential permit spaces for businesses/landlords, and future redevelopment opportunities. By purchasing these lots, the City will control the function of the lot, which allows flexibility in future years to meet the needs of the community.

Mitigation/Implementation Plan

As a result of the expected parking deficit in Zone A and the potential deficits in Zone B, a list of parking mitigation strategies was developed. This list includes many items that are consistent with strategies identified within the 2018 parking study. Strategies were categorized into a low, medium, and high cost category. From an implementation perspective, the low cost strategies provide some of the easiest opportunities to make impacts on the potential parking deficits. The high cost strategies are likely not needed at this time or into the future unless major redevelopment plans are presented.

Low Cost

Shared Parking

Underutilized private parking lots throughout Downtown should be considered for shared parking opportunities, especially private lots that serve commercial buildings during the day. These lots could serve the proposed upper floor residential parking during the overnight and weekend timeframes to reduce reliance on on-street parking. Additionally, individual commercial businesses that have their own lot could consider sharing excess parking with new developments at a cost to both minimize cost to the new development (i.e. reduce the amount of new parking built) and receive a monetary gain for unused spaces. The sharing of parking may also be useful for employees to have a dedicated long-term parking space available while reducing employees relying on street parking. This street parking can become available for the visitors of businesses.

Shared parking opportunities have become increasingly popular in urban areas as ways to reduce building new parking are discovered. The high price of new parking lots can be discouraging to developers and the sharing of private parking lots can help new developments flourish, remove blighted properties, and provide for a well functioning downtown. Note, agreements would need to be made between private entities.

Potential locations to consider shared parking in Zone B include, but are not limited to, the following private parking locations:

- Lot located in the 300 block of S Water Street
- Lot directly north of 104 W Main Street
- Lot located at 301 W Main Street

Provide Short-Term Parking

Reduce parking time limits in front of certain businesses, as needed, to encourage high turnover for visitors and reduce employee parking on-street. Time limits could be reduced to 15 to 30 minutes to encourage short duration trips and have available parking for commercial business guests. This is especially important to small retail businesses that rely on take out ordering, quick dining, and order pick up. With the emergence of online retail for both businesses and restaurants, short-duration or pick-up zones have become popular in Downtown areas. These spaces provide guests the ability to get in/get out quickly without circulating around looking for a close parking space or stopping within a drive lane.

New Development Parking Requirements

Require off-street parking to be provided by new developments at agreed upon parking rates. This will require new developments to self park and reduce reliance on public facilities. Note, this type of requirement can increase the overall cost of new developments and reduce the amount of blighted properties that may be improved. Additionally, new developments may be able to work with private lot owners to share parking. A detailed parking study for each new development is recommended to be completed if a shared parking opportunity is desired.

Medium Cost

Communications Plan

Communications can be sent out to both residents and area businesses/chamber of commerce promoting the use of the available parking facilities. While not all visitors are residents of the City, these communications can provide helpful information to a portion of the Downtown users.

With the knowledge of the parking opportunities available to the general public, business owners can help provide guests alternative parking areas if the guests have concerns over parking availability.

This will be crucial if/when the Town Square development occurs and event parking scenarios begin to occur. Given that there is minimal public parking available near the Town Square, a detailed communications plan for guest of those events should be completed to provide them information on where to go. This can help encourage use of facilities east of the river.

Parking Surveys

Perform a business owner survey in the future for the entirety of downtown to understand current communications plans, employee parking behaviors, and opinion on the changes in work habits.

Survey results can help inform and target where improvement strategies are most important and have the highest benefit/cost. A similar survey could be sent to residents of the City. A survey can help identify current issues, how far people may walk/bike, what improvements are needed, and additional non-quantitative information that is not obtainable via parking utilization surveys.

Improved Parking Signing

Installing improved, high visibility signs at entrances to public parking facilities. Signs at the entrances can help promote and advertise the locations. This will be critical for guests who arrive and are not familiar with the area.



Potential Parking Lot Sign. Source: SRF Consulting Group

Promoting Walking/Biking Downtown

To encourage higher usage of public parking lots on the fringe of the Downtown core, the City can encourage walking through the core and encourage residents who live within a bikeable distance (typically within 1 to 2 miles) to bike to Downtown to reduce reliance on automobiles. These strategies can improve visibility of multimodal options and help walkers/bikers feel welcome and safe in the area. Ways to encourage walking/biking include:

- Installing bike racks/bike lanes where feasible. Designate a bike route.
- Ensuring sidewalks are a proper width (minimum of 4 feet) and are in good condition (i.e. fixing broken panels and heaved panels).
- Ensure sidewalks are clear of ice/snow during winter months.
- Provide benches and landscape/streetscape enhancements to improve the visual feel and provide opportunities for visitors to rest.
- Ensure areas are well lit and safe. When visitors feel safe, they are encouraged to stay longer and visit more often.
- Install wayfinding signing with estimated walk times/distance. These signs provide helpful notes to visitors to explore the area while understanding the walk times. Public parking lots could be included or these signs can be installed near public lots.



Wayfinding Sign. Photo Courtesy of City of Northfield, MN



Example of Information Kiosk. Source: Behance

- Information kiosks, either static or interactive (higher cost) can help visitors find local establishments, find parking locations, and understand distances. Similar to wayfinding signing, these types of installations provide visitors with a greater understanding of the Downtown core. These can be located near key intersections or bridges.
 - Detailed information such as restaurants, civic destinations, churches, or landmarks can be included.
 - Interactive displays provide a wealth of information but come with a high cost.
 - A static display could include a QR code which can help update with real time information.
 - Kiosks should be placed in a way that they do not impact travel paths along the sidewalk network and still maintain ADA compliance.

High Cost-

Acquiring Additional Public Lots

Find private lots that are underutilized or not utilized and purchase the blighted properties. While the cost can be high, structured parking cost is likely higher. Several lots throughout downtown with minimal private parking present opportunities. Another possibility would be a private/public agreement could be put in place to allow public parking but without the City purchasing the lot.

Note, an opportunity currently exists for the City to purchase a private lot that is available for sale in Zone C. This lot could be utilized for employee permit parking if desired. While there is not currently a parking issue, having a safe, dedicated lot for employee permit parking can free up spaces closer to businesses for guests.

Parking Structure

Although not expected to be needed now, a parking structure constructed on the site of an existing public surface lot can increase parking supply. However, structured parking is often estimated at \$25,000 to \$35,000 per space. Unless the structure is expected to be paid for through a paid parking program, it represents a significant cost burden to the City and is likely not feasible. Given the high amount of publicly available parking and the excess of private parking in the Downtown core, a parking structure is not recommended.

Parking Meters

Parking meters have not been specifically requested by users or business owners of Downtown, but they are a potential future option. Note, parking meters are intended to increase turnover of parking if it is determined that on-street spaces are being utilized for long periods of times. Metered parking can be divisive amongst business owners and visitors and will require a high installation and ongoing maintenance cost.

Parking Permits

Both a residential or employee parking permit program could be instituted to help reduce circulation and clearly identify who can park where. While a permit process can help clearly define who can park where, may not be received well by residents due to cost implications, guest passes, and which streets or parking lots are permitted. Additionally, the only way a program like this becomes useful is if it is enforced. Enforcement can have added cost implications and if it is not done, compliance would be expected to be ignored.

Implementation Plan

Using information provided within the study and the 2018 study, The City is recommended to prioritize the low cost improvements. As development occurs within Downtown, the medium cost improvement strategies can begin to be implemented, pending funding. Wayfinding signing provides one of the best benefit/cost of the listed strategies, as it can help both long-time residents and new visitors to their destinations. The multi-modal improvements listed can be implemented on a low cost basis or as roadway reconstruction occurs. These improvements will help facilitate alternative modes of transportation and reduce reliance on parking automobiles right outside the front door of the destination. At this time, the high cost opportunities of parking structures and parking meters are not expected to be necessary. If development assumptions change and a large influx of public parking is necessary, those strategies should be reviewed. Under the current plans, the low, medium, and remaining high cost strategies should be sufficient to help accommodate the future parking demand.

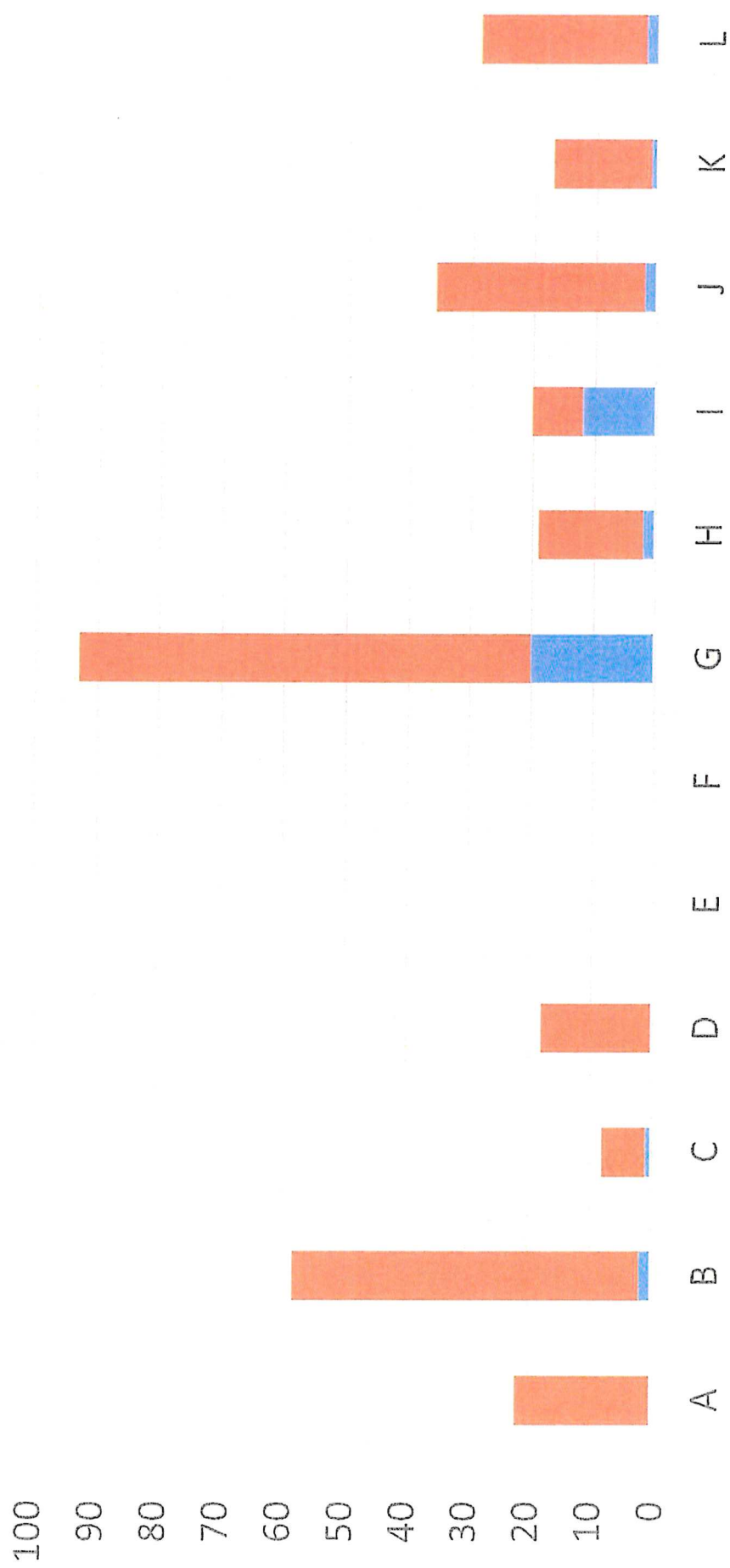
APPENDIX A: Parking Utilization Maps/Counts



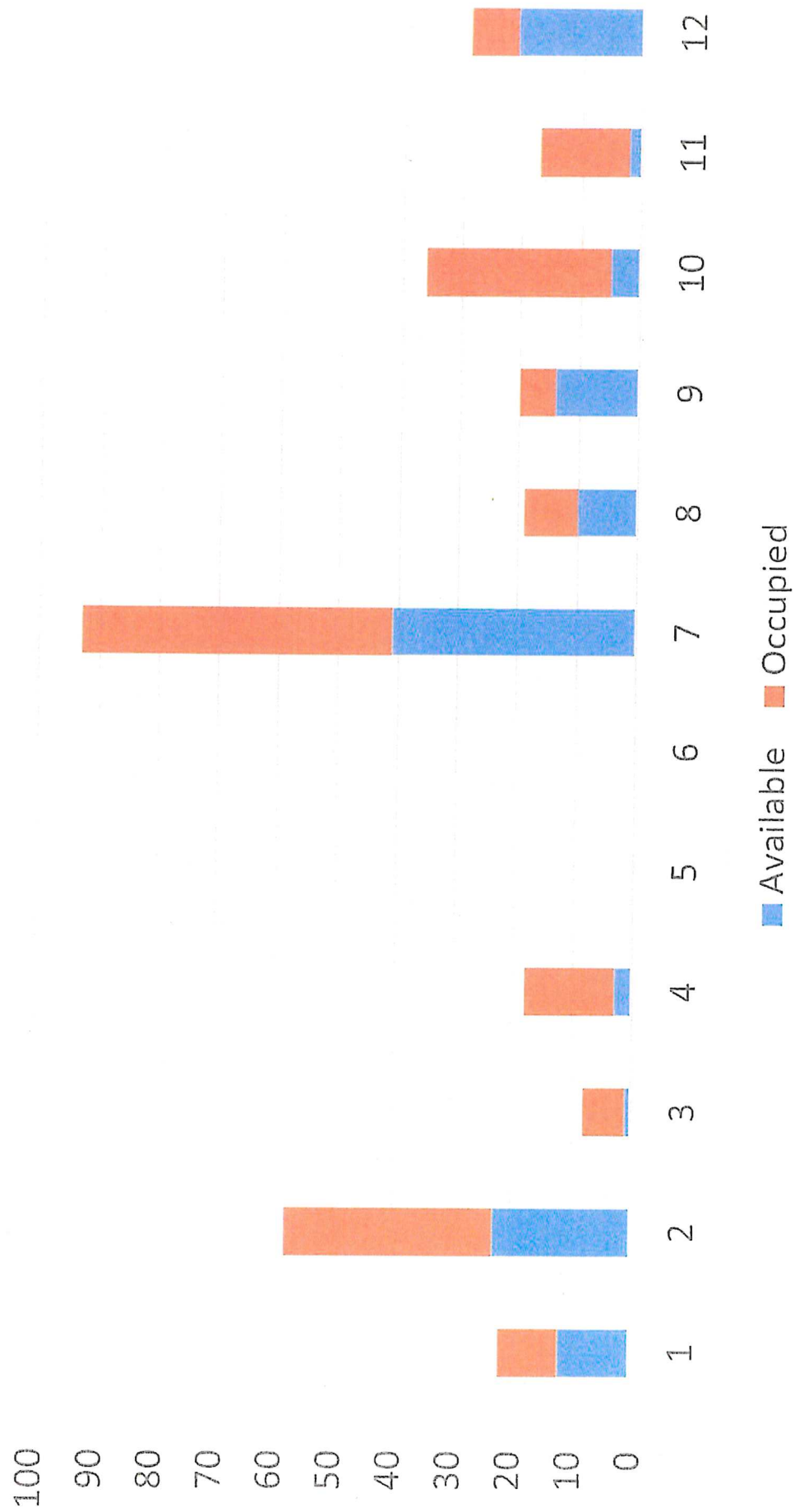
PUBLIC PARKING LOTS



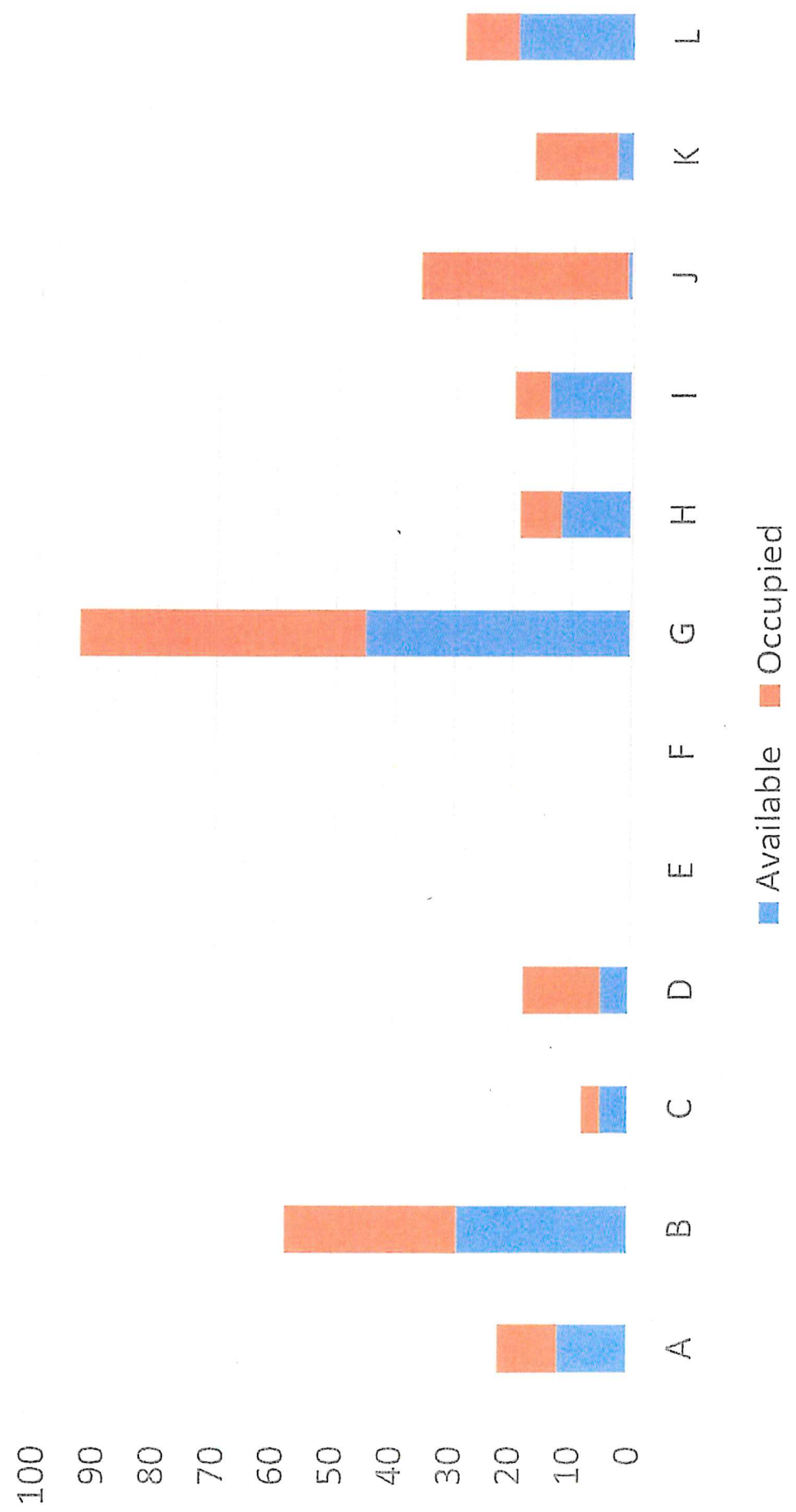
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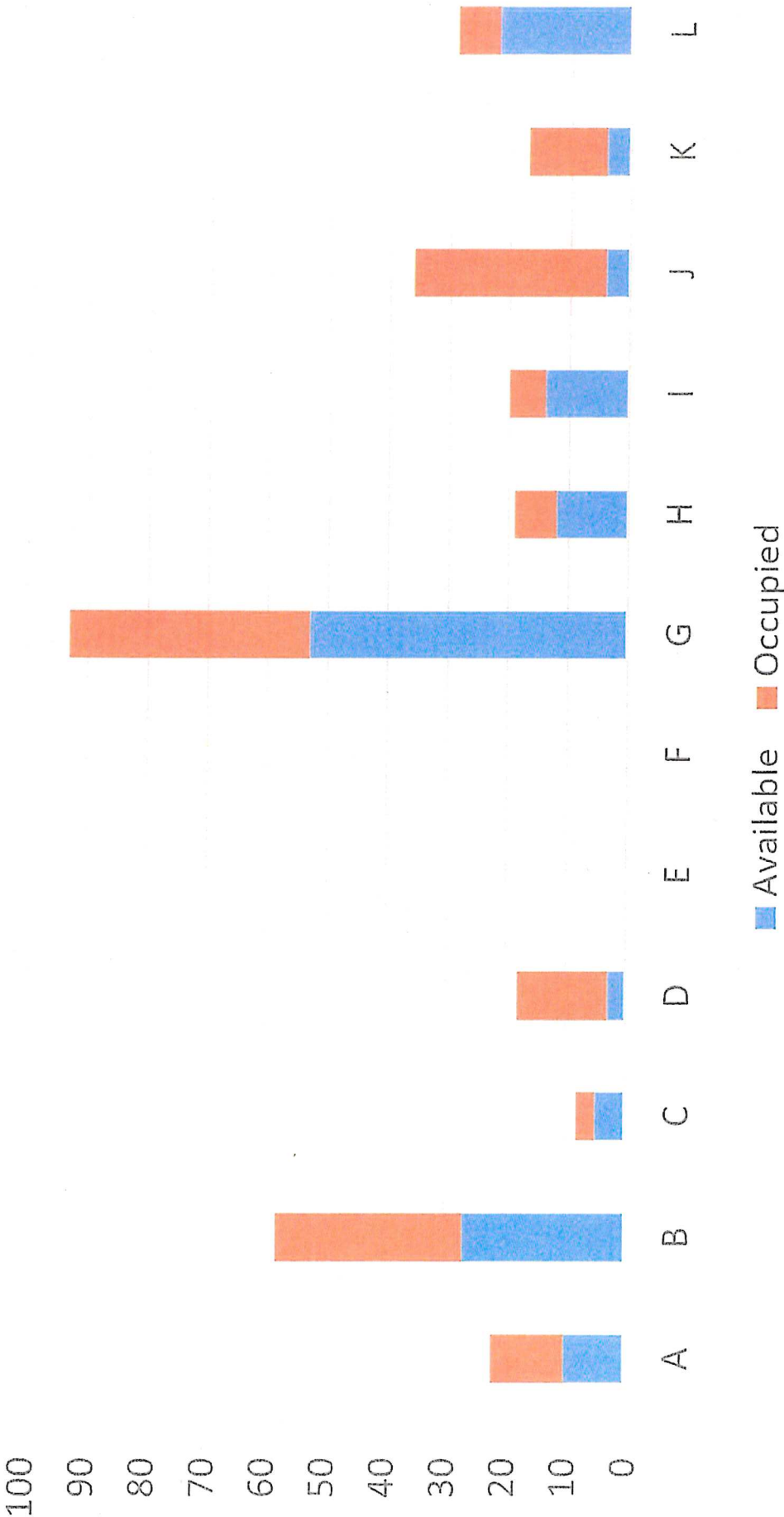
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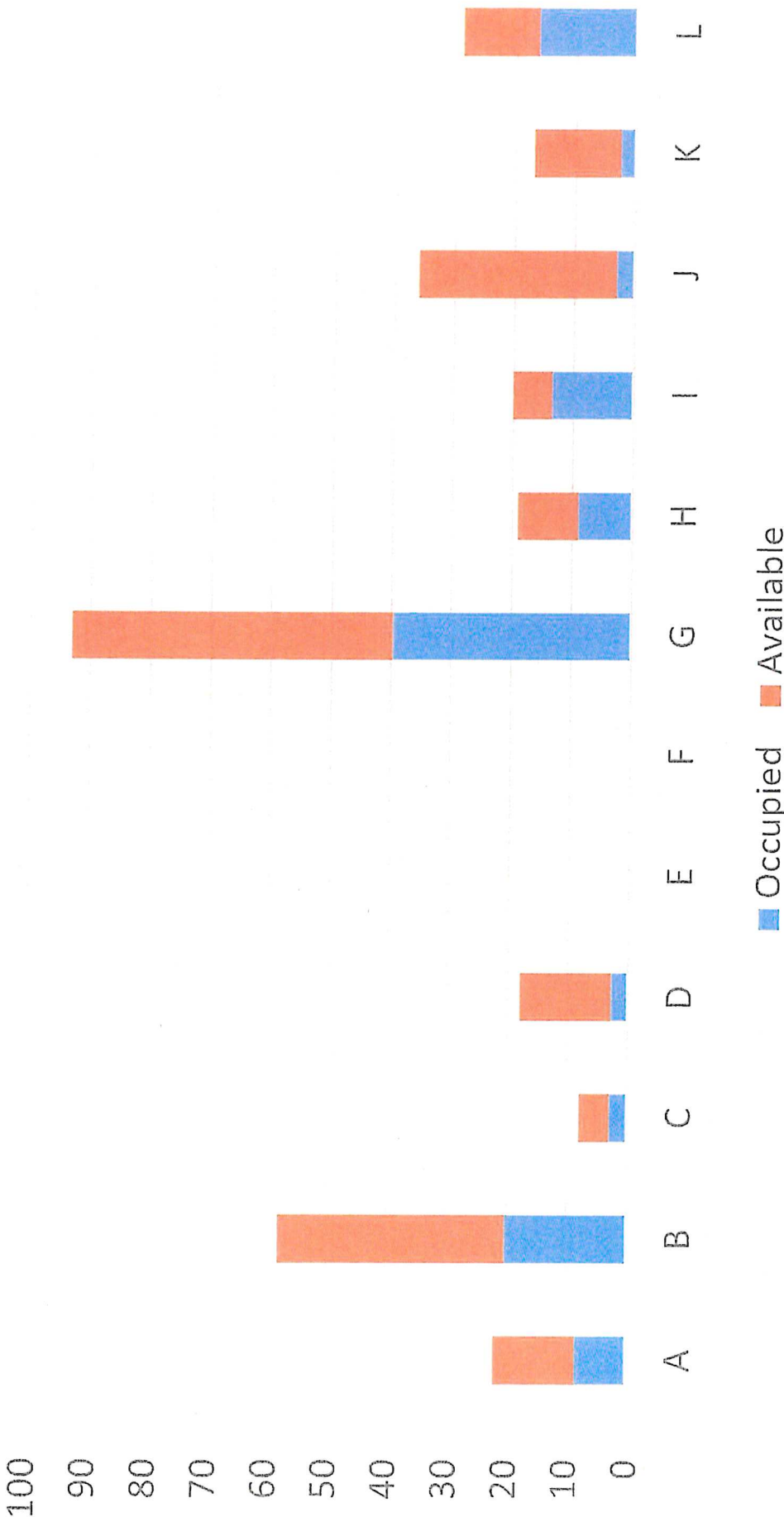
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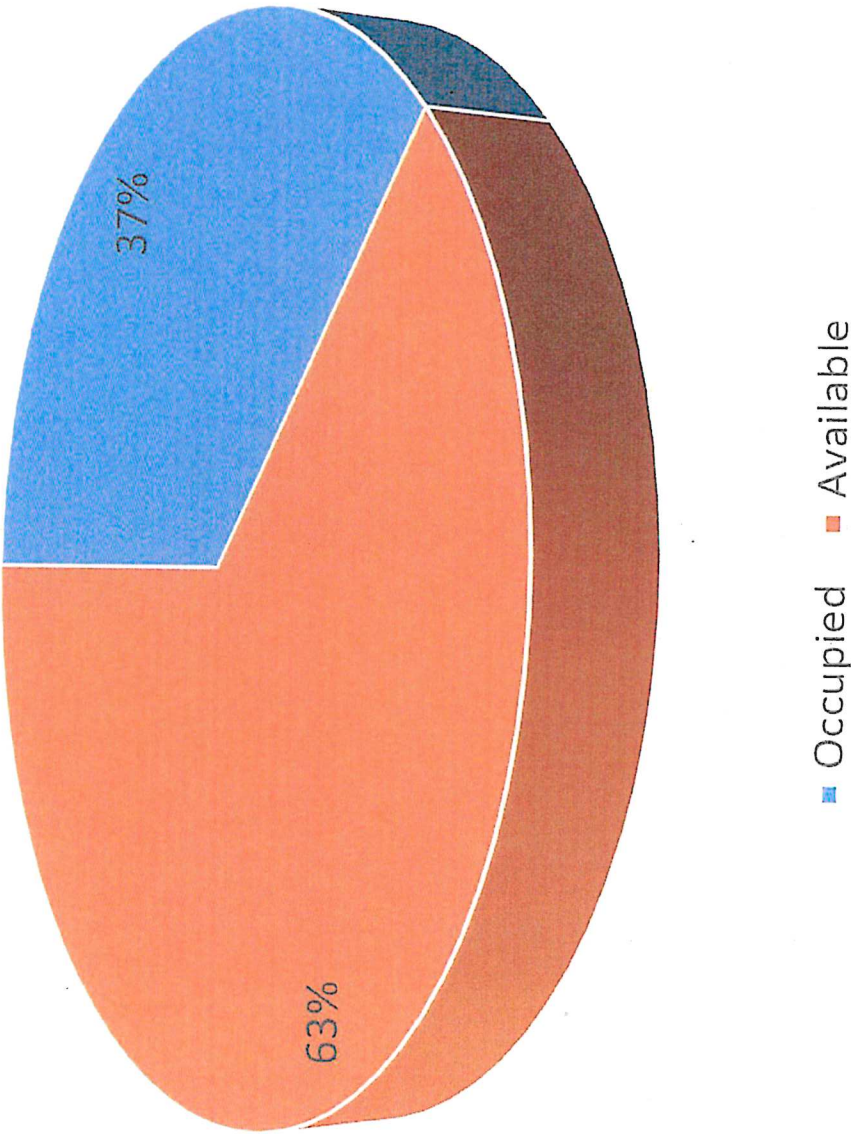
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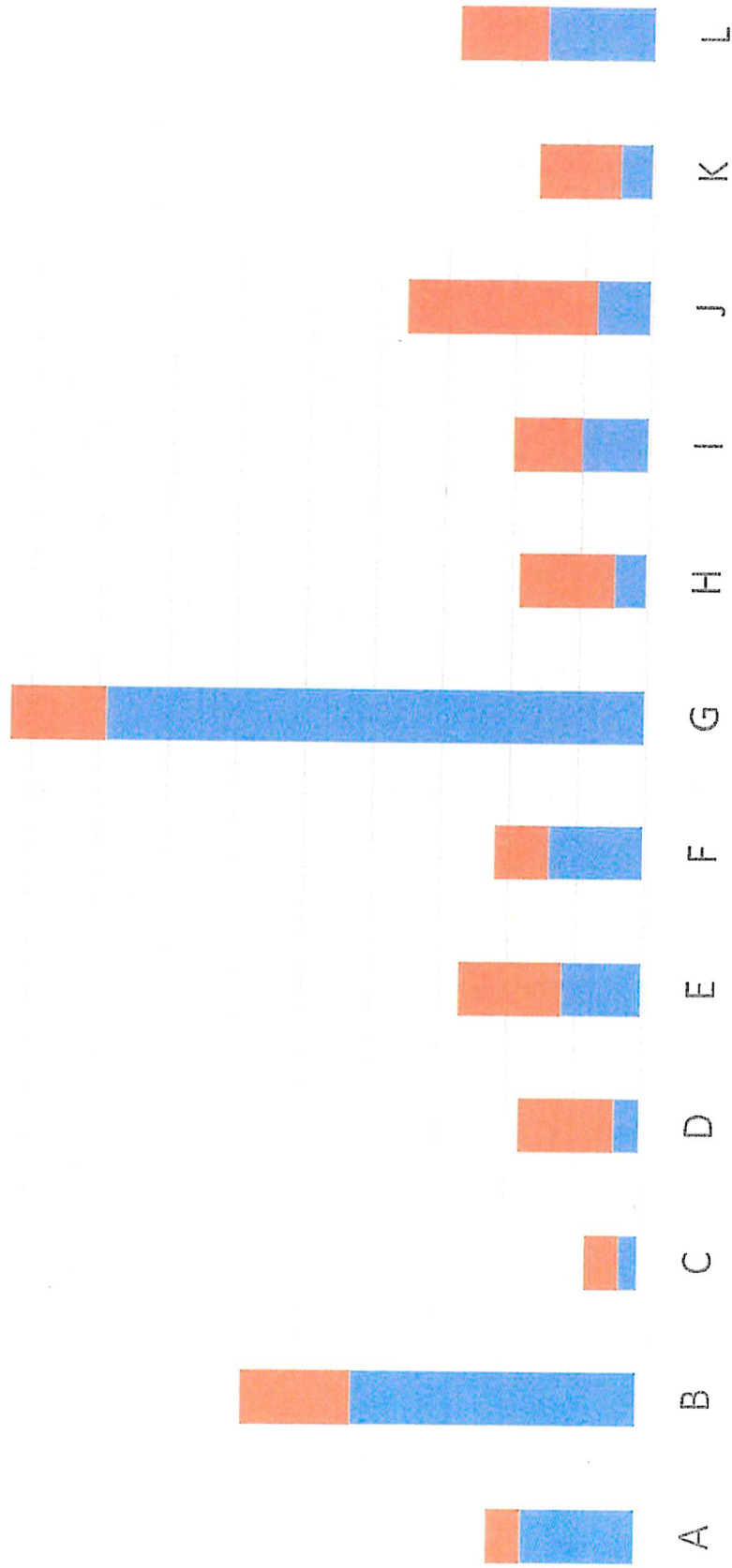


6/26/2021 Downtown Overview



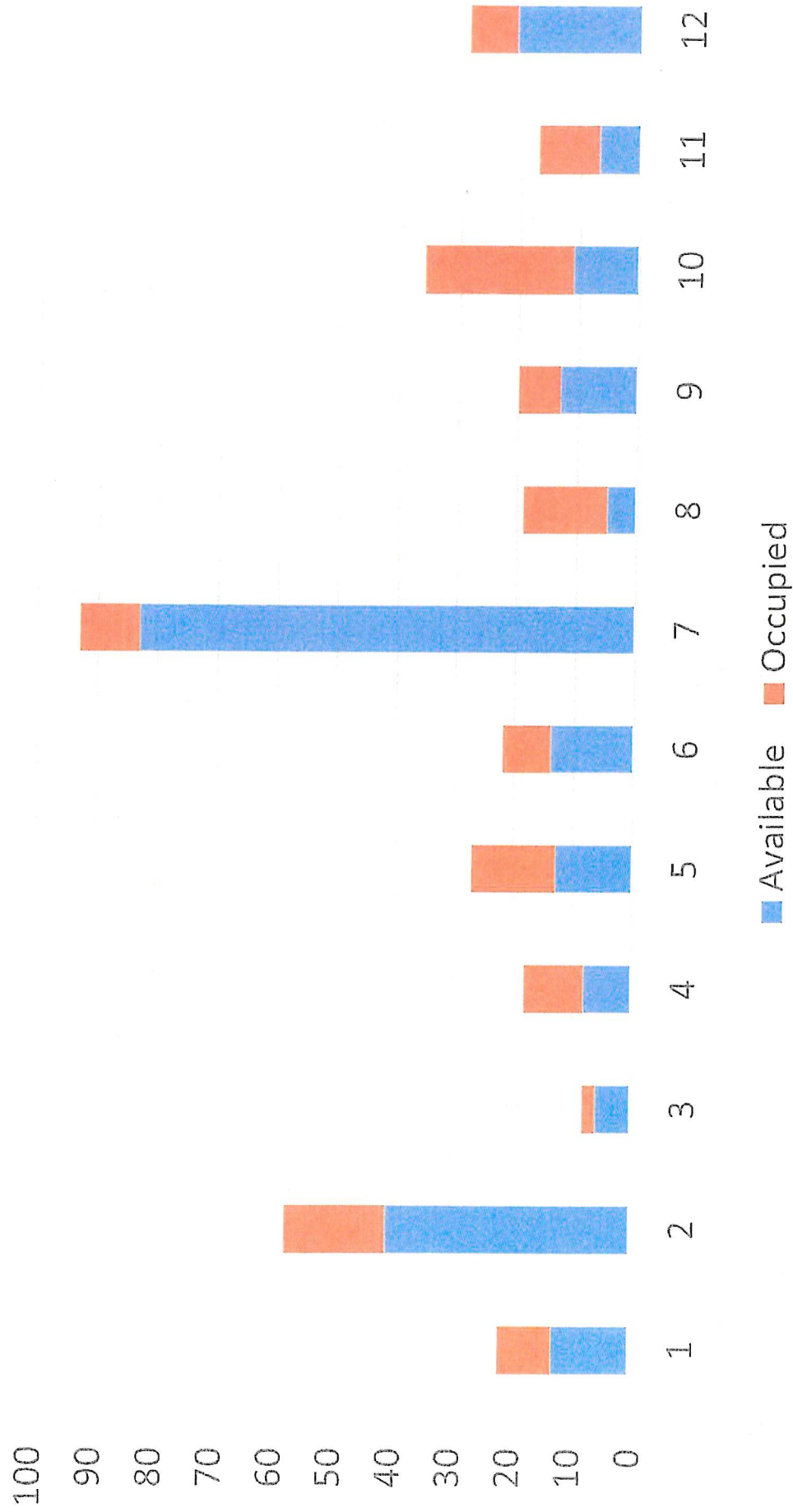
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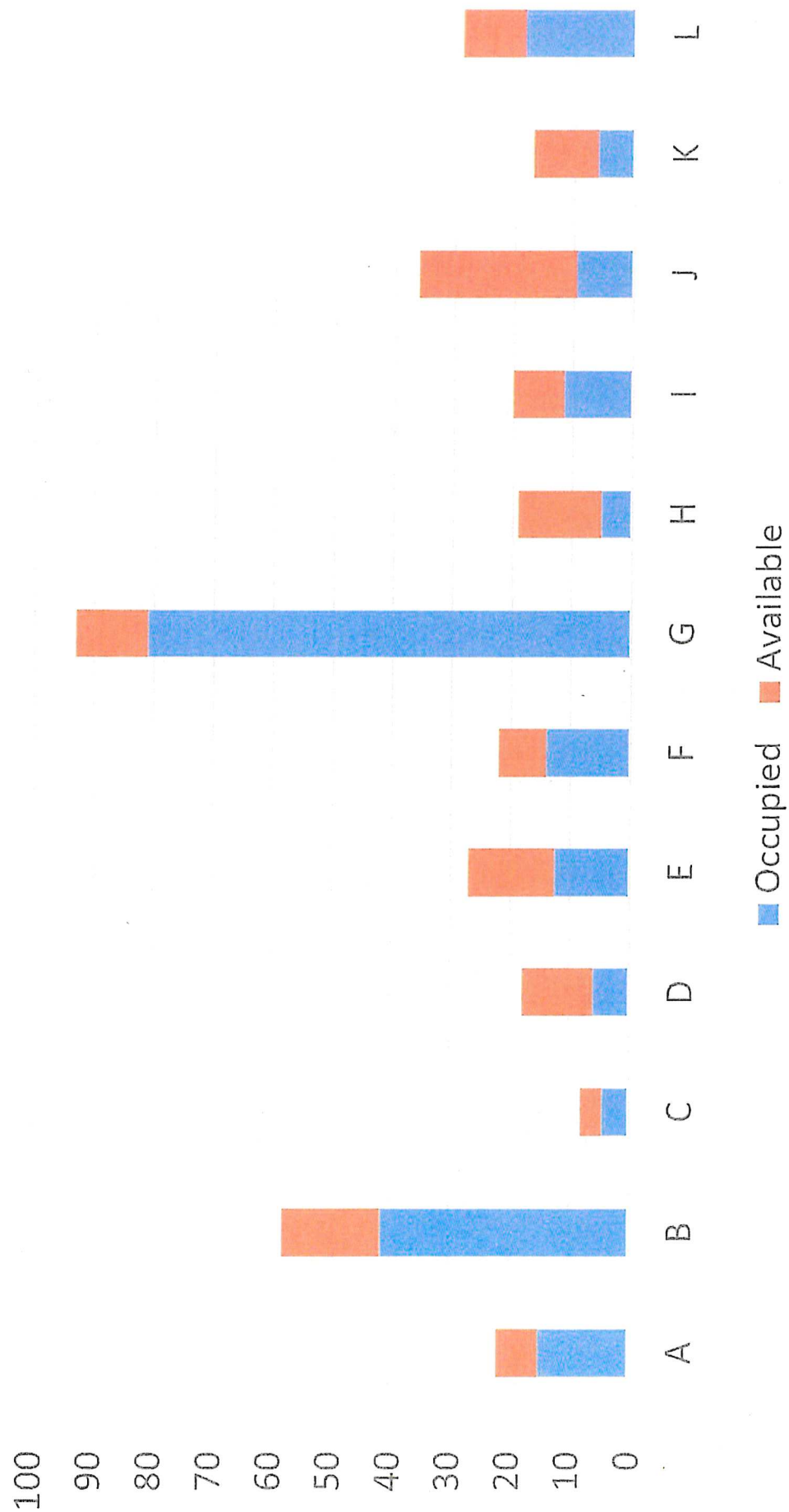


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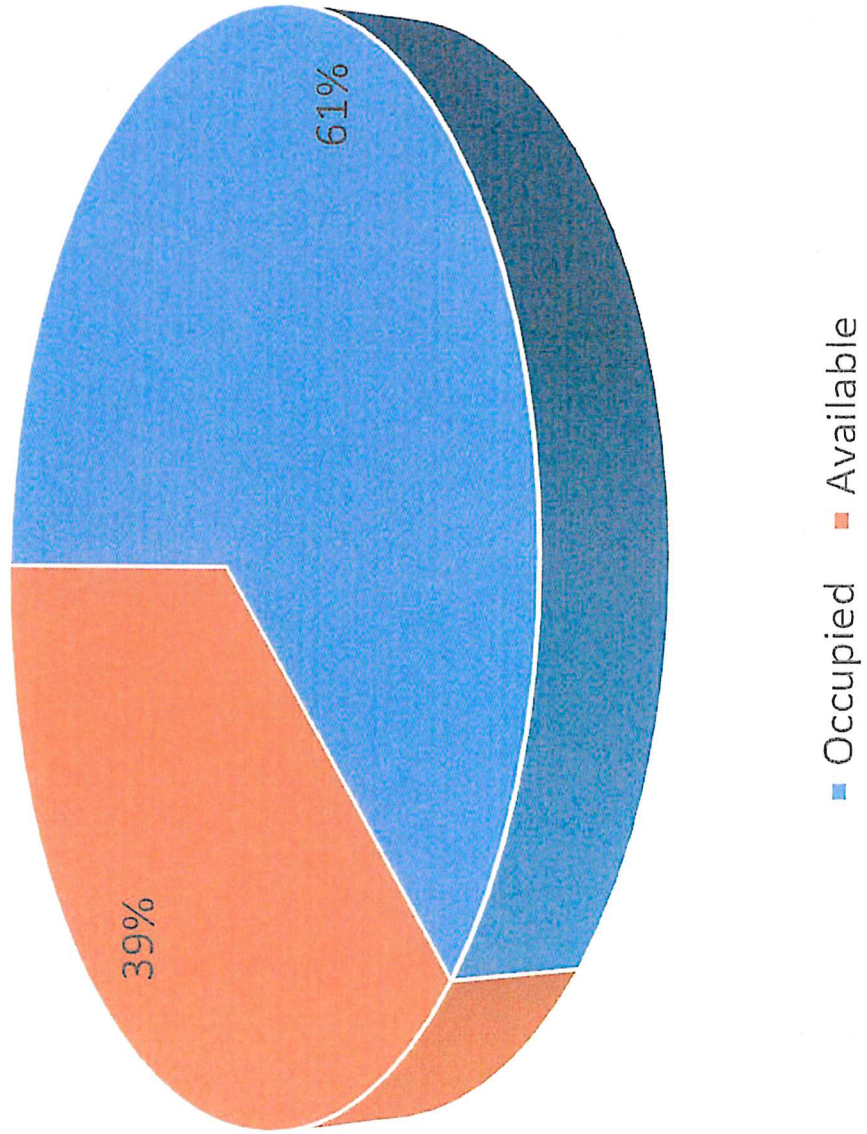
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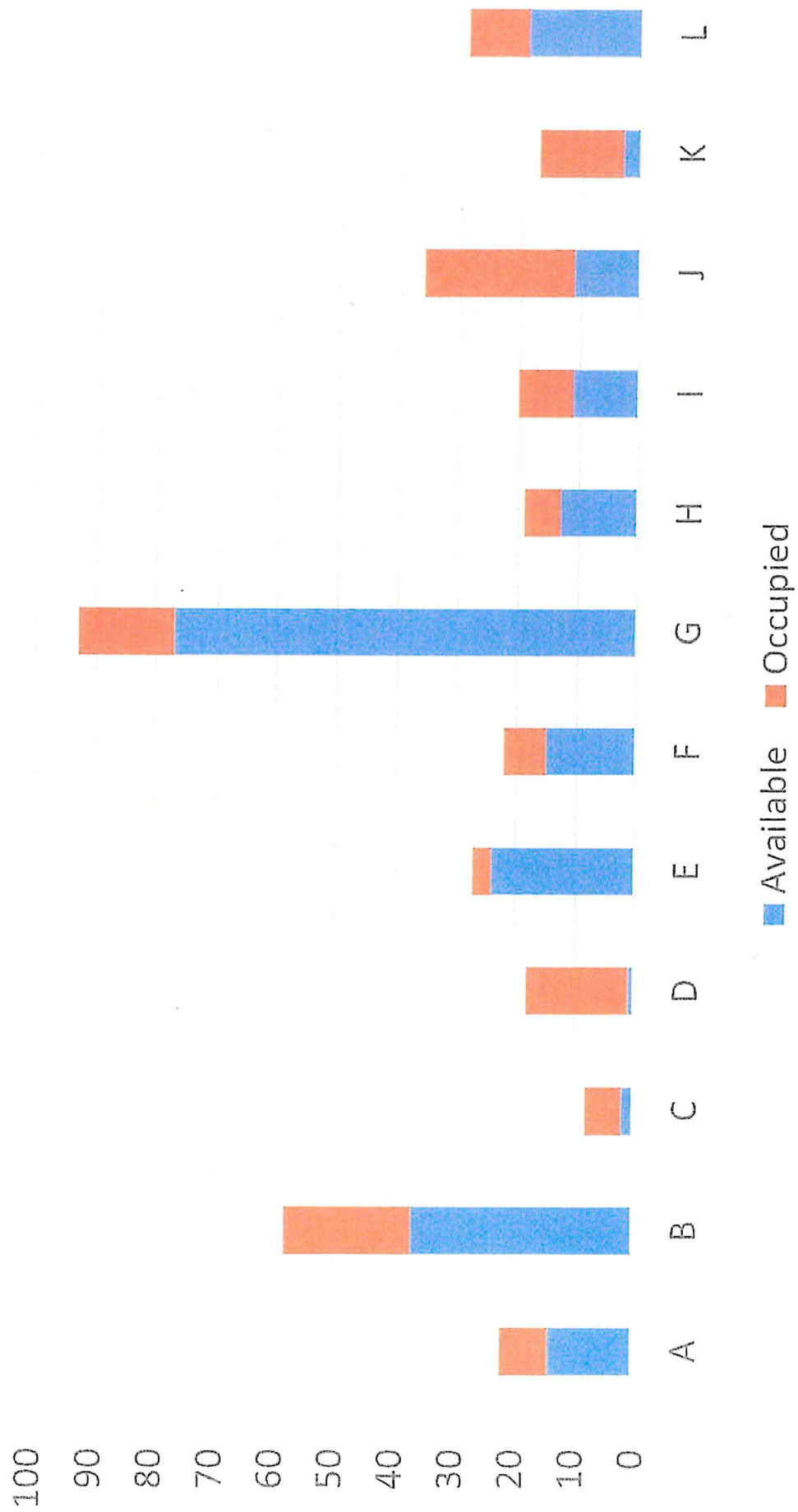
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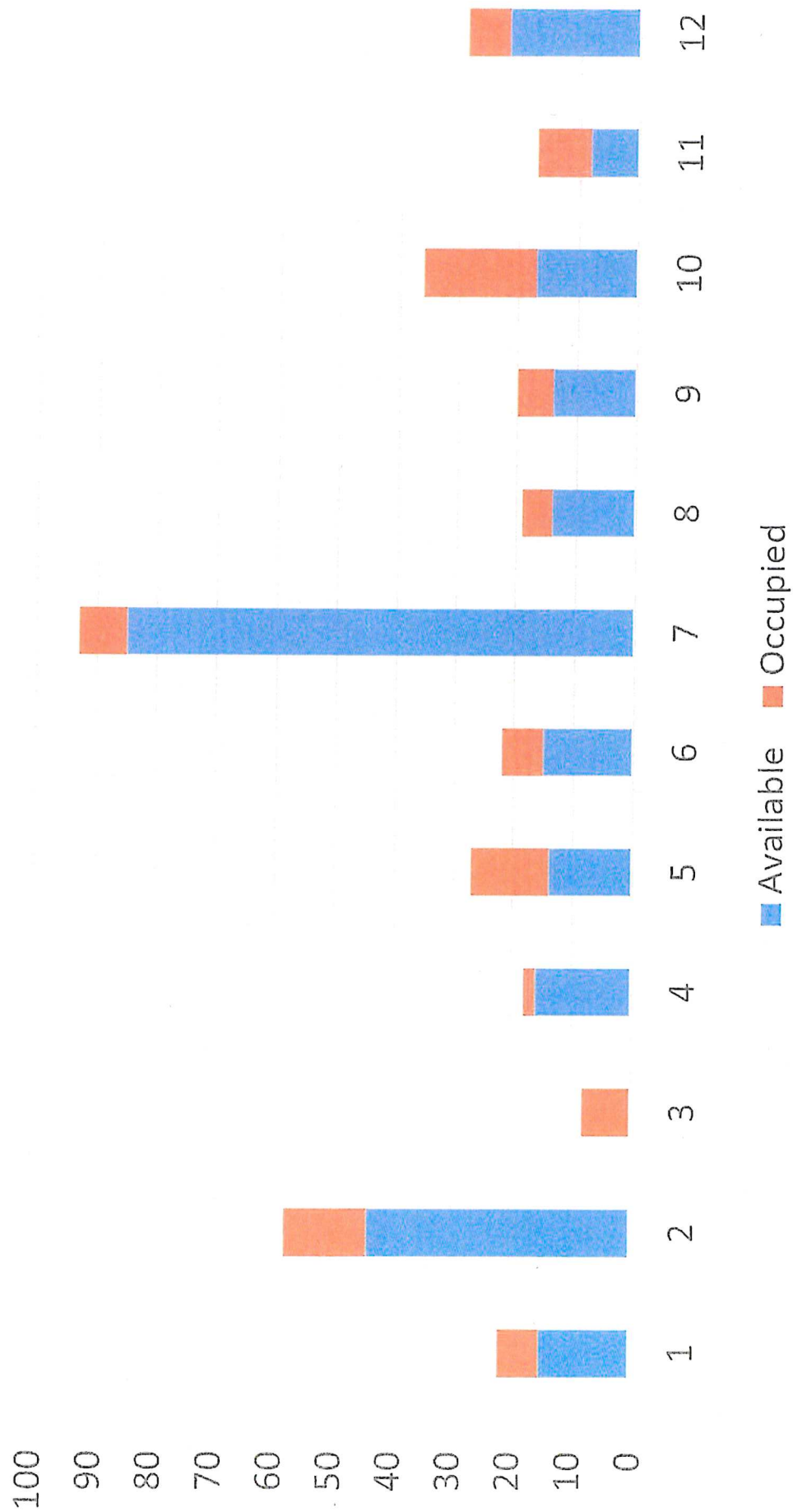
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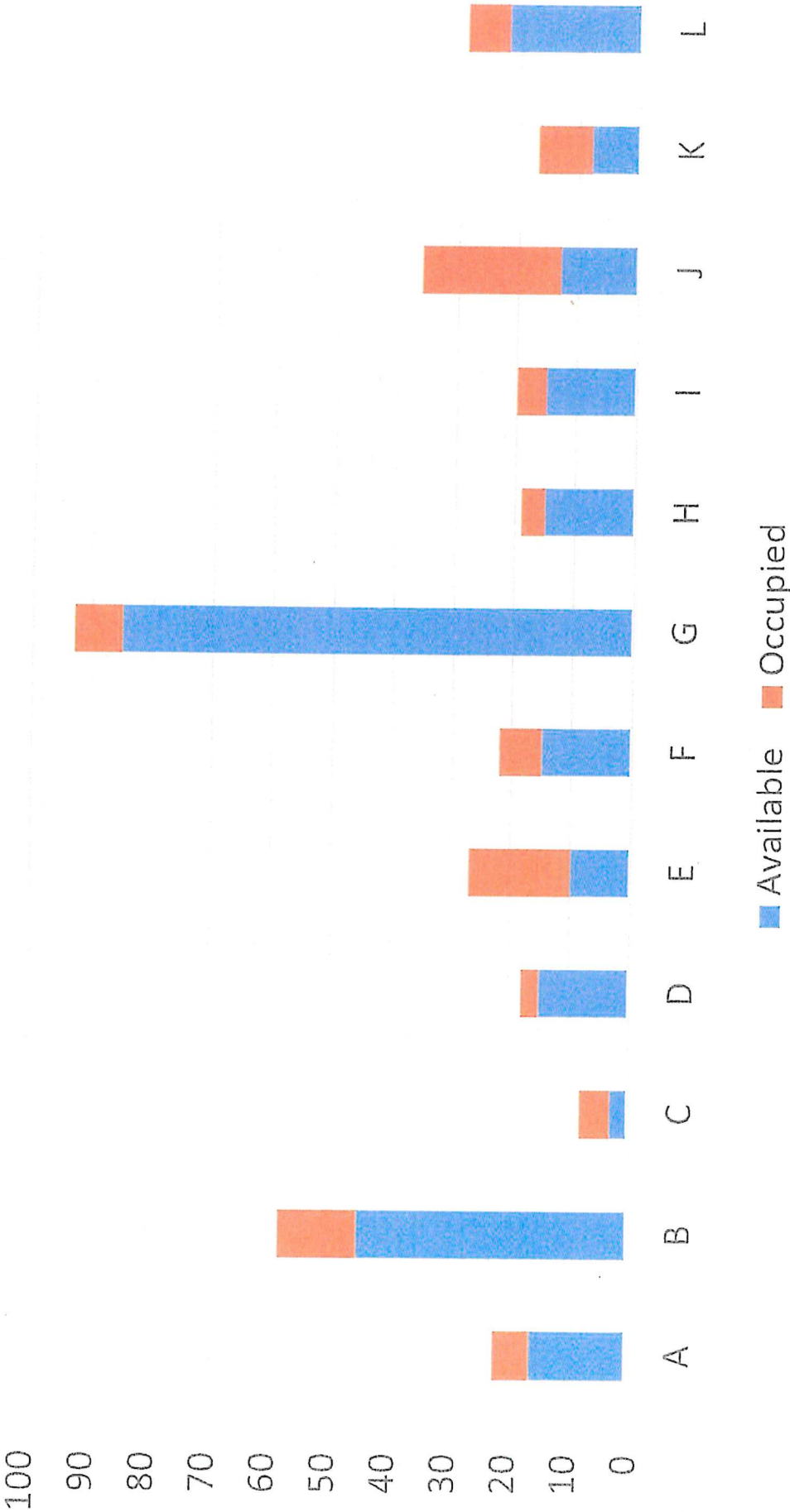
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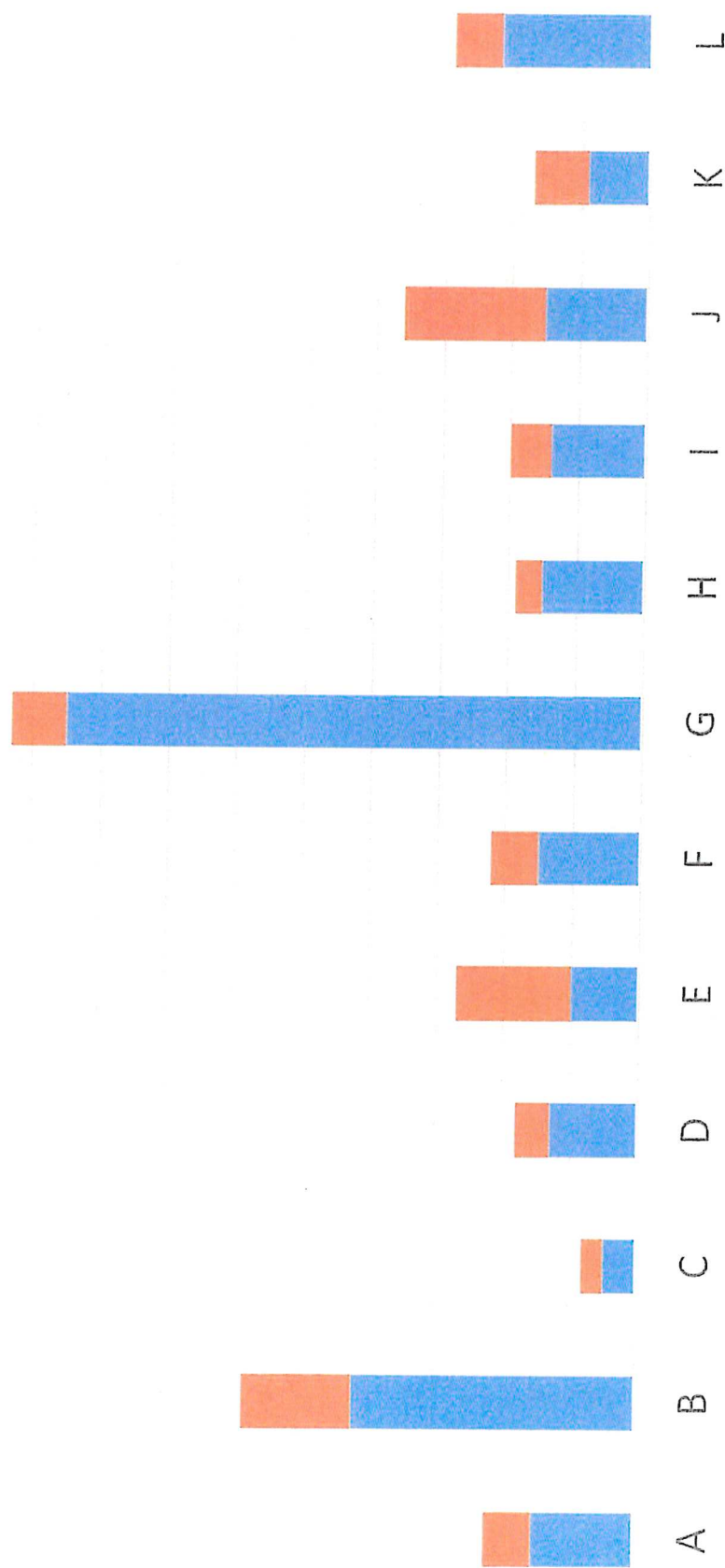


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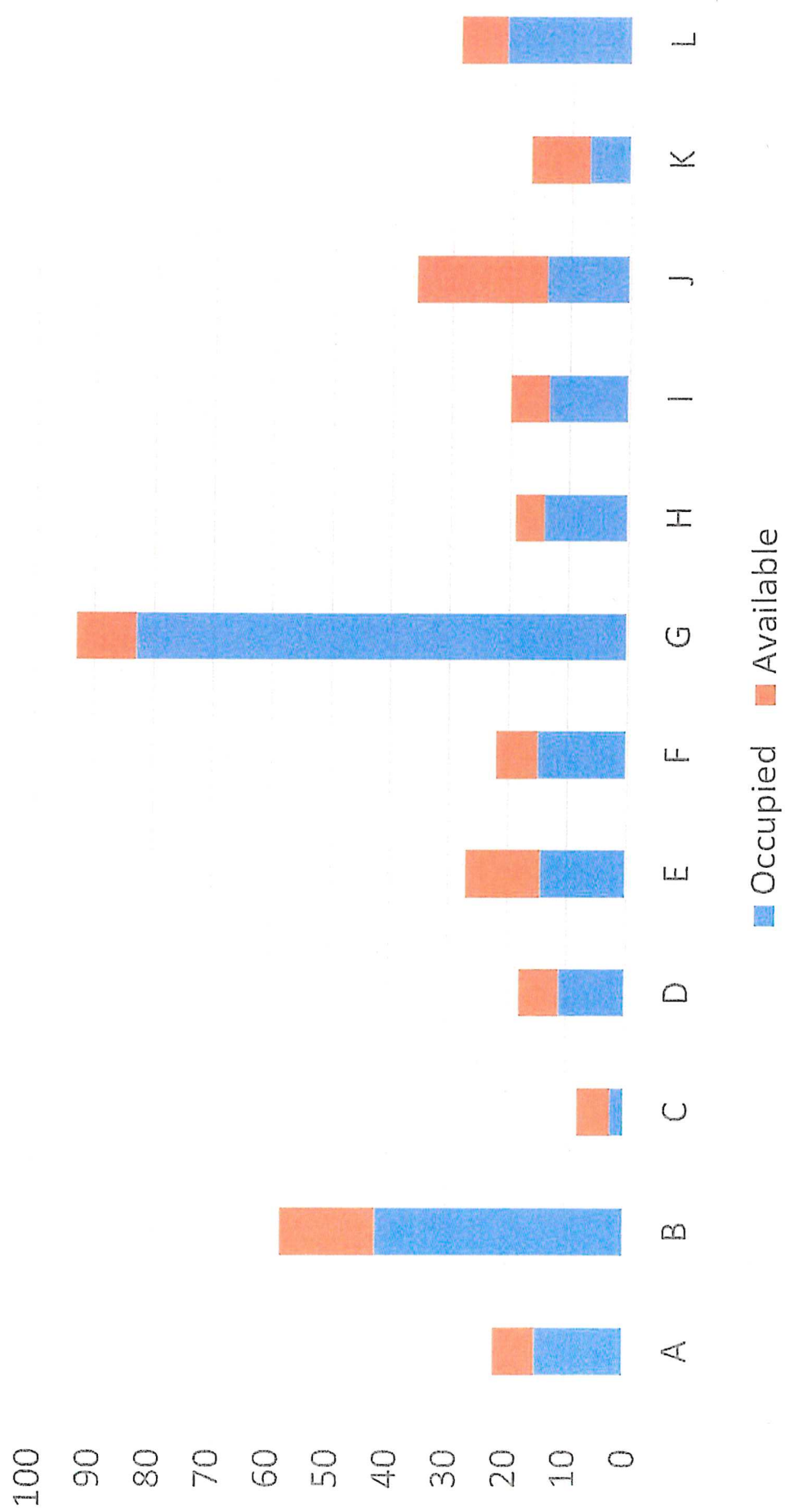
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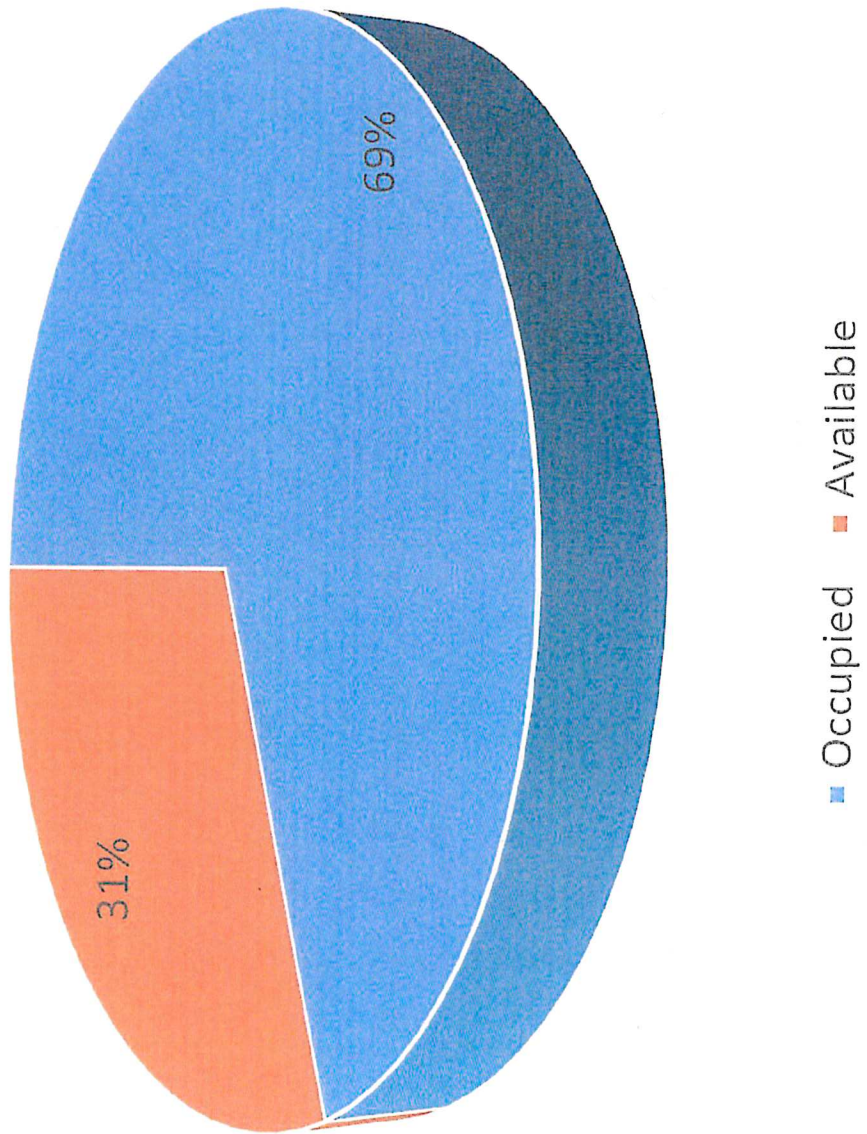


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7/16/2021 Average



7/16/2021 Downtown Overview





City of Watertown, WI

Parking Study

JANUARY 29, 2018



MSA

PROFESSIONAL SERVICE



Watertown, WI | January 2018



REVIEW & FINDINGS

EXECUTIVE SUMMARY

The purpose of this report is to provide an inventory of the existing parking supply in the downtown district. The report provides a count of on-street and off-street parking spaces, an estimate for the demand on these spaces, and provides a discussion and recommendations for parking supply within the downtown, particularly in relation to potential additional development as conceived in the Watertown Riverfront/Downtown Plan (2014).

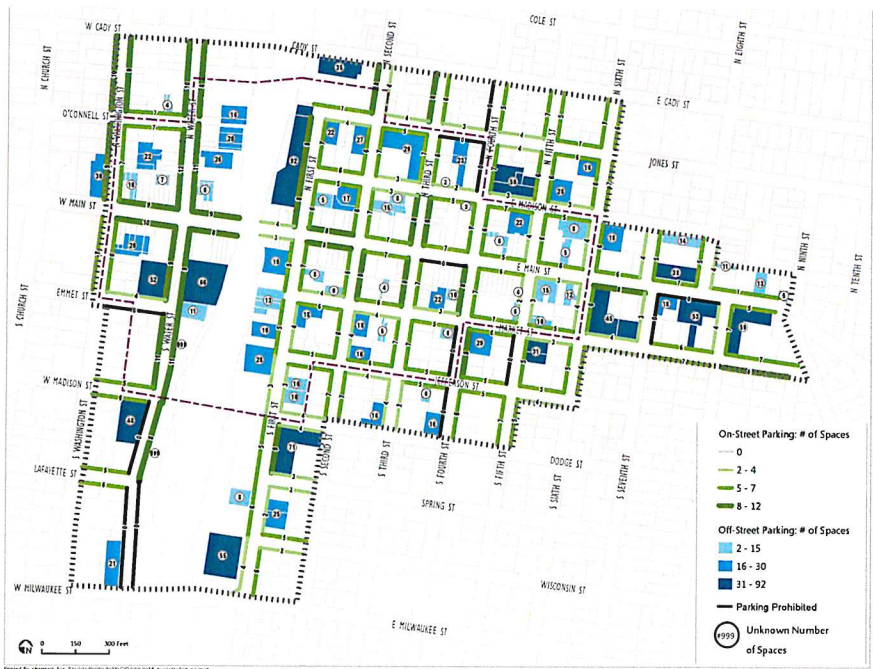
STUDY AREA

This Plan's parking strategies will cover Main Street from Washington Street to College Avenue, plus areas as far north as Cady Street and as far south as Milwaukee Street.

PARKING INVENTORY

PARKING NETWORK - The downtown parking network has 2,560 parking spaces available, plus existing underground garage spaces and residential driveways and garages. Of these parking spaces, 1,563 are public (61% of the parking network) with 991 spaces on the street and 572 spaces in off-street lots. The remaining 997 spaces (39%) are in private off-street parking lots.

Parking Network - Supply Map



SIGNAGE - The City has developed a parking signage system that is well represented at the parking lot entry points, specifying the parking hour limits. There is also some public parking directional signage on Main Street; however, it is separate from the City's wayfinding signage system.

ZONING - The Central Business (CB) District does not require on-site parking. Any private parking lots that exist in this zoning district have been built per the business/property owner's desire to provide dedicated parking for their tenants, employees and/or customers. The remaining properties count on public on-street and off-street parking facilities.

Public Parking Surplus, By Zone

Source: MSA Professional Services

	Zone A	Zone B	Zone C	Zone D
	Northwest	Southwest	Northeast	Southeast
Total Spaces	108	198	461	355
On-street	99	80	214	246
Off-street	9	118	247	109
Peak Demand	60	30	242	136
On-Street	54	12	105	96
Off-Street	6	18	137	40
Reserve (15%)	15	30	69	53
On-Street	15	12	32	37
Off-Street	0	18	37	16
Surplus	33	138	150	166
On-Street	30	56	77	113
Off-Street	3	82	73	53

RECOMMENDATIONS

At present there are no off-street parking requirements in the Central Business District, the zoning district that encompasses most of the downtown area. Some downtown property owners have opted to provide off-street parking for customers in the interest of convenience and to be on a level playing field with competitors that are required to provide off-street parking. But for many downtown uses, especially historic Main Street properties, the responsibility to meet and manage parking demand falls to the City. This section features strategies the City should consider to manage downtown parking demand.

LOW COST STRATEGIES

- 1.1:** Provide Short-Term Parking
- 1.2:** Use Parking Areas Efficiently
- 1.3:** Require Off-Street Parking with New Development
- 1.4:** Review and Update Time Limits

MODERATE COST STRATEGIES

- 2.1:** Encourage Alternative Transportation Options
- 2.2:** Improved Parking Signage
- 2.3:** Ongoing Employee Education
- 2.4:** Parking Literature
- 2.5:** Charge for (some) Parking
- 2.6:** Ensure nighttime safety

HIGH COST STRATEGIES

- 3.1:** Create More Parking

OTHER STRATEGIES

- Resident Parking Permit
- Employee Parking Permit



Acknowledgements

Watertown Redevelopment Authority

- Robert Marchant, *Chair*
- Nathan Salas, *Vice-Chair*
- Matt Zastrow
- Brad Kuenzi
- Bill Maron
- Ken Berg
- Kristen Fish, *Executive Director*

Watertown Main Street Program

- Melissa Lampe, *Executive Director*

With assistance from **MSA Professional Services, Inc.**

- Steve Tremlett, AICP, CNU-A
- Jason Valerius, AICP

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7	PARKING UTILIZATION
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INTRODUCTION

BACKGROUND

The City of Watertown retained MSA Professional Services to conduct a downtown parking study. The work was conducted from September 2017 to December 2017, and is intended to help inform the City of Watertown's assessment of the need to provide additional off-street parking to accommodate existing development and future growth.

PURPOSE OF THE STUDY

Parking is one of the first experiences that people have when traveling to a destination. Convenient and affordable parking is considered a sign of welcome. Parking that is difficult to find, inadequate, or inconvenient will frustrate users and can contribute to spillover parking problems in adjacent, often residential, areas.

An excessive supply of parking can also create problems. Parking facilities are expensive to construct, imposing financial costs on developers, building users and municipalities. In addition, parking facilities can impose environmental costs, contradict community development objectives for more livable and walkable communities, and abundant, un-priced parking tends to increase driving and discourage walking and bicycling.

The purpose of this report is to provide an inventory of the existing parking supply in the downtown district that features a mix of public and private surface lots and on-street parking spaces. The report provides a count of on-street and off-street parking spaces, an estimate for the demand on these spaces, and provides a discussion and recommendations for parking supply within the downtown, particularly in relation to potential additional development as conceived in the

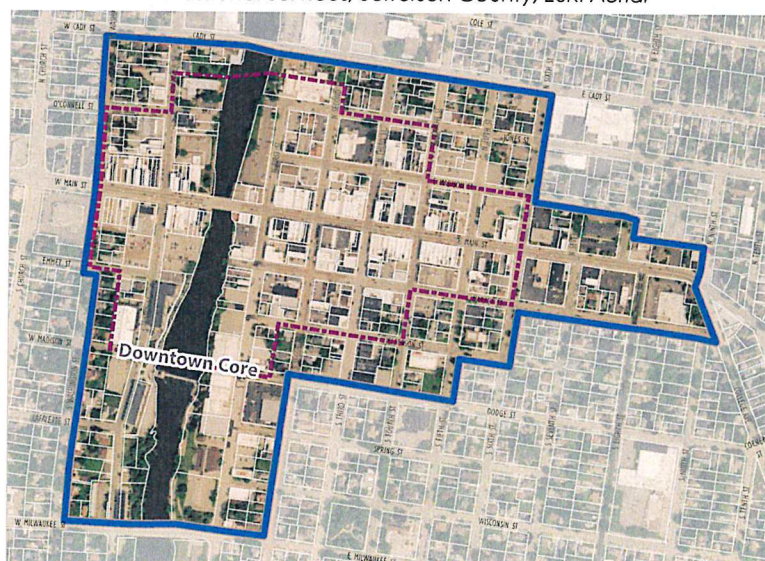
Watertown Riverfront/Downtown Redevelopment Plan (2014).

STUDY AREA

This Plan's parking strategies will cover Main Street from Washington Street to College Avenue, plus areas as far north as Cady Street and as far south as Milwaukee Street. Yet, the parking occupancy analysis will be focused on the downtown "core", which has the greatest development density and parking demand. See the map below for both extents.

Parking Study Area

Source: MSA Professional Services, Jefferson County, ESRI Aerial



PARKING RESOURCES

BACKGROUND

*The Downtown Watertown parking network has **2,560** parking spaces available, plus existing underground garage spaces¹ and residential driveways and garages. Of these parking spaces, 1,563 are public (61% of the parking network) with 991 spaces on the street and 572 spaces in off-street lots. The remaining 997 spaces (39%) are in private off-street parking lots. See the summary table on the next page.*

ON-STREET PARKING

In the Downtown core (purple dash line in the map), on-street spaces are marked, while the majority of spaces in the remaining study area are unmarked. The marked spaces vary in length from 19 feet to 23 feet, and sometimes more. While variability in parallel parking length can help maximize the parking supply, the shorter spaces are not marked for “small vehicles only”. The unmarked spaces were assumed to be a standard length, which is typically a minimum of 23 feet long.

The areas where street parking is prohibited due to vehicular

visibility and access issues (i.e., street corners, fire hydrants and driveways), space limitations and loading zones are marked by a yellow painted curb and/or by signage. However, in some cases the buffer distance is significantly less than ideal for visibility at intersections and driveways. Efforts to improve these conditions will need to weigh parking supply loss against safety improvement in the downtown.

On most streets within the study area, parking is restricted to two-hour parking between the hours of 9am-5pm, except on Fridays it is extended to 9am-9pm. As shown in the lower right, there are two signs identifying these time limits (the right example is a less effective design that may confuse some users). In other areas, including within the downtown core, there are street segments that lack signage altogether. This would suggest no limits, which may be the case; however, some segments are surrounded by blocks with hour restrictions.



Madison & Sixth - northeast corner



Hourly Parking Restriction Signs

¹ The Globe Apartments (201 Water Street) and River Mill Senior Residences (317 Water Street)

Parking Inventory, Study Area

Source: MSA Professional Services

	#	%
PUBLIC	1,563	61%
On-Street	991	63%
Off-Street	572	37%
PRIVATE	997	39%
TOTAL SPACES	2,560	

Network Supply Comparison

Source: MSA Professional Services



Parking Network - Supply Map

Source: MSA Professional Services



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OFF-STREET PARKING

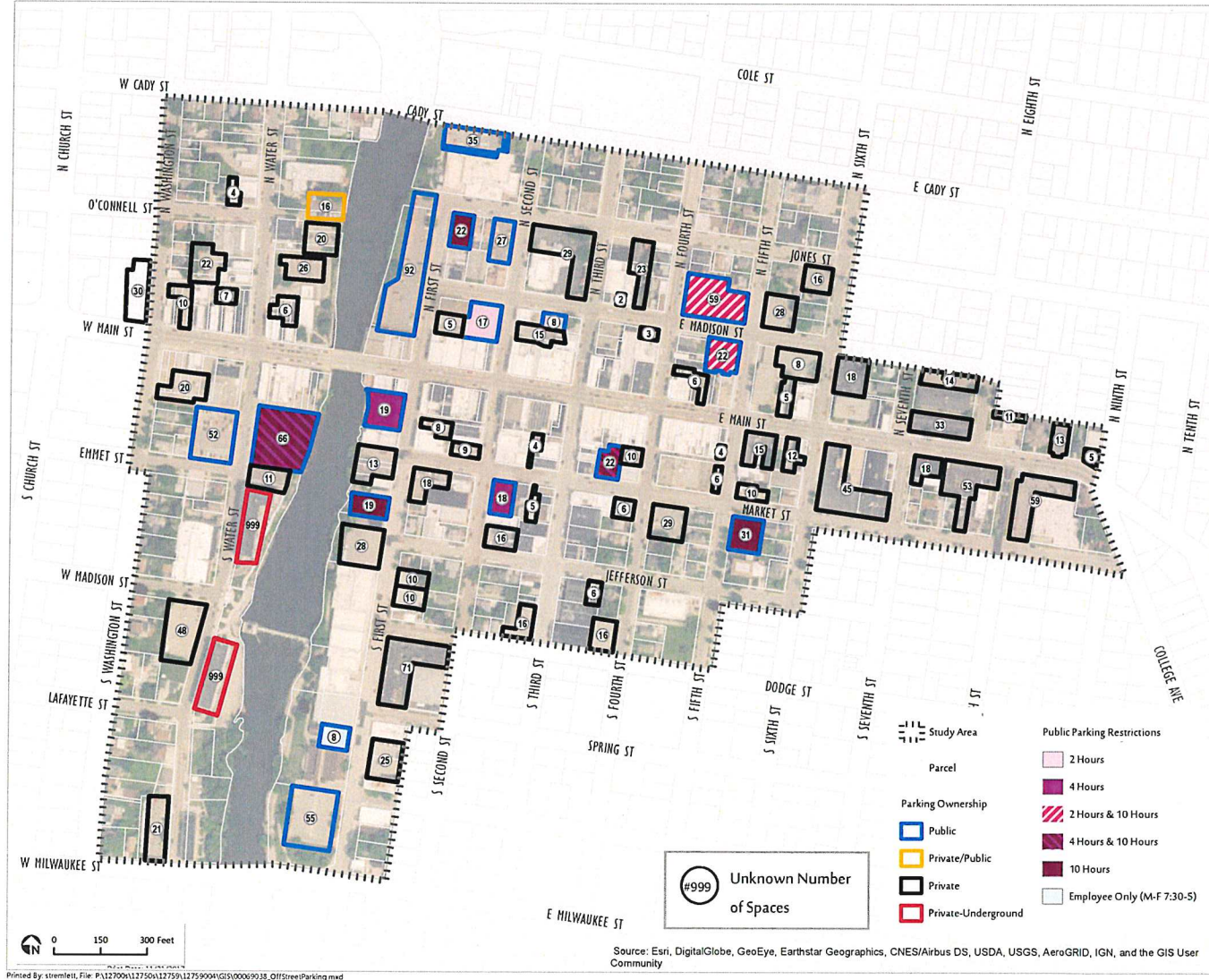
The majority of the downtown parking network is off-street (61%, or 1,569 spaces). These spaces are controlled by a variety of off-street regulations, including public with time limit(s), customers (or church members) only, and employee only. The majority of the lots are paved, while a few have unpaved gravel surface. In general, the

gravel lots are maintained, but lack space markings. The lack of markings generally reduces the efficiency of parking, as vehicles do not park in straight rows or follow traditional drive aisles. Gravel lots can also be a bit less safe for pedestrians due to the lack of pavement markings. For these reasons, City Ordinances require all off-street parking lots to be paved with a

Parking Lot Sizes, Study Area
Source: MSA Professional Services

Lot Size	No. of Lots
5 Spaces or Less	9
10-15 Spaces	24
16-30 Spaces	28
31-60 Spaces	10
More than 60 Spaces	3
TOTAL	74

Off-Street Parking Summary Map
Source: MSA Professional Services



hard, all-weather surface (to the satisfaction of the Director of Public Works) and, if having six or more spaces, those spaces must be marked.

See the map on previous page for parking lot locations, ownership (public/private) and their current restrictions.

Public Lots

The seventeen public lots provide 572 parking spaces (22% of the parking network). Parking limits vary by location and in some cases vary by parking rows within a particular lot (see table below and the map on the previous page). The hourly limits vary between 2, 4, and 10 hours. Many of the 10 hour time limits were established in 2014 to provide downtown employees with the opportunity to park in a lot during their shift, freeing up street parking for visitors and customers. This change has successfully shifted more employee parking to the off-street public lots, though it has not attracted downtown residents, many of whom still prefer to park in the street.

Private Lots

Private lots make up the majority of off-street parking (64%). In general, there are no defined hour limitations placed in private lots, but it is assumed that parking usage extends only to business hours.

Not included in the percentage of, or count of, private off-street parking lots are the two underground parking facilities

Public Parking Lot Identification Map

Source: MSA Professional Services



Public Parking Lot Summary Table

Source: MSA Professional Services

ID	Name	Total Spaces	Paved	Marked	Restrictions
0	O'Connell Street Lot	9	Y	Y/N	
1	Library Parking Lot	52	N	N	
2	S. Water St & Rock River Lot	66	Y	Y	4 HRS & 10 HRS, Plus Restricted+
9	N. Fourth Street Lot	59	Y	Y	2 HRS (6) & 10 HRS (53)
8	North Fifth Street Lot	22	Y	Y	2 HRS (6) & 10 HRS (16)
7	E. Madison Street Lot	8	Y	Y	2 HRS
6	N. Second Street and Madison Lot	17	Y	Y	2 HRS
5	N. Second Street Lot	27	Y	Y	4 HRS (21) & 2 HRS (6)
4	Jones Street Lot	22	Y	Y	10HRS, Plus Restricted*
3	N. First Street Lot	92	Y	Y	2HRS, 4HRS, & 10HRS
10	S. First Street & Market Stree Lot	19	Y	Y	10 HRS
11	S. First Street Lot	19	Y	Y	4 HRS
12	S. Second Street Lot	18	Y	Y	10 HRS
13	Market Street Lot	22	Y	Y	4 HRS & 10 HRS
14	S. Fourth Street Lot	29	Y	Y	10 HRS
15	Senior & Community Center Lot	55	Y	Y	
16	Watertown Park & Rec Lot	8	Y	Y	EMPLOYEE M-F 7:30-5

* 12 Spaces reserved for City Employees
+ 11 Spaces reserved for Library Employees, from 7am-6pm Mon-Sat

6 background

dedicated to the Globe Apartments (201 S Water Street) and the River Mill Senior Residences (317 S Water Street).

PARKING SIGNAGE

The City has developed a parking signage system that is well represented at the parking lot entry points, specifying the parking hour limits. There is also some public parking directional signage on Main Street; however, it is separate from the City's wayfinding signage system. In cases where there are multiple signs on a post, information can get lost. This is evident as shown in the middle image on the right. The size of lettering and sign also impacts how effective the signage will be for parkers that are not familiar with the downtown and the available public parking lots. See the Recommendations section for more detail.

ZONING REQUIREMENTS

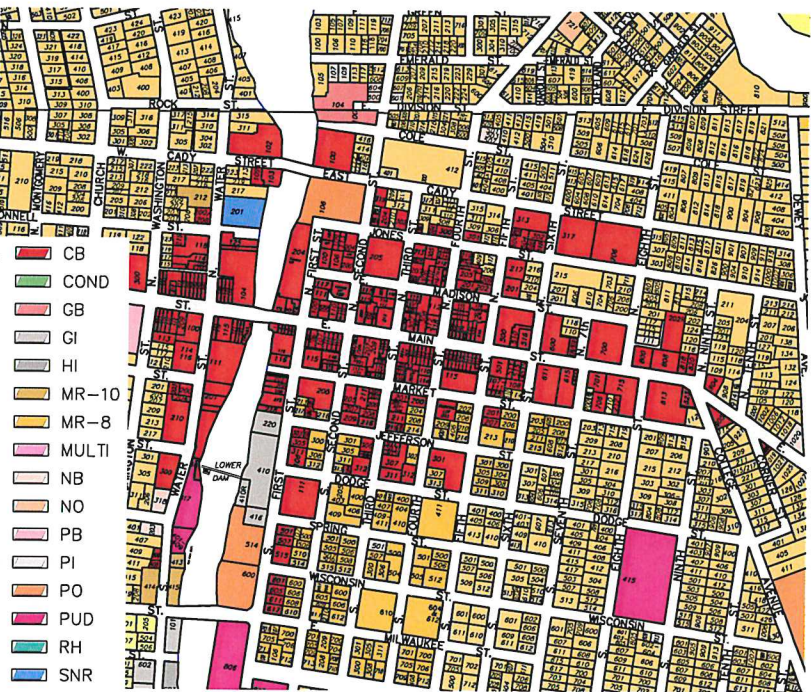
The Central Business (CB) District does not require on-site parking. Any private parking lots that exist in this zoning district have been built per the business/property owner's desire to provide dedicated parking for their tenants, employees and/or customers. The remaining properties count on public on-street and off-street parking facilities.

Existing Street Signage, Downtown Core



City Zoning, Downtown Inset

Source: City of Watertown



METHODOLOGY

PARKING UTILIZATION

There are two steps in evaluating a parking network: 1) inventory the parking network, and, 2) document the demand for parking. MSA conducted field surveys to collect this information, as discussed below.

Parking Inventory

Parking inventories are intended to gather information on existing parking supply and its use. The inventories include observations on the number of parking spaces, their location, any related time-of-day restrictions, and their use during a peak period of observation.

The number of on-street parking spaces within the study area were determined by observation of marked spaces or, in the case of unmarked spaces, identifying the potential spaces by measuring the curb distance and excluding curb areas that are/should be restricted due to close proximity to intersections, driveways, and fire hydrants.

Off-street parking spaces were counted using aerial photographs and verified on-site. Where there were no marked spaces, aerial photography was used to measure apparent parking rows.

Parking Occupancy Field Surveys

The occupancy of parking spaces was documented by observing the number and proportion of occupied parking spaces during what is considered peak periods of demand within the study area.

For the purposes of this project, the parking occupancy surveys cover only the downtown “core”, and not the entire parking study boundary (see the Study Area Map on page 1). Parking pressure is largely related to densities and uses within this core area, and includes all existing public parking lots. The larger study area will be considered when reviewing and administering goals and policies to effectively manage the downtown parking network.

The peak period was determined through conversation with the Executive Director of the Watertown Main Street Program and the Executive Director of the Watertown Redevelopment Authority. Per this feedback, MSA conducted three peak parking occupancy field surveys: 1) a week-day late lunch period; 2) Friday evening; and, 3) Saturday day.

“Effective” Parking Capacity

Parking occupancy refers to the accumulation of parking over the course of the day. Occupancy during peak periods is the primary measure of parking usage and the need for additional parking. Occupancy rates at or close to 100 percent are generally considered undesirable because motorists must hunt for available parking and/or may be tempted to park illegally or not stop at all. Thus, when evaluating parking the “effective” supply is preferred to full supply. The effective supply is the maximum number of parking spaces that can realistically be used within a given district. An effective supply “cushion” (or reserve) can help to protect against the inevitable loss of spaces resulting from temporary disturbances such as construction, mis-parked cars, etc. Parking supply is considered “effective” when approximately 85% of the parking spaces are occupied. This amounts to having at least one on-street space available per block at all times.

Demand for parking will vary block by block, because different uses have different peak demand periods (see the table on the next page). For example, a block with

8 utilization

a popular bar may experience a peak parking period during Friday or Saturday evenings, when the rest of the planning area has relatively low occupancy rates. This results in different facilities (e.g., on-street parking segments, off-street lot) being more active during varying times in the day. Yet, the primary concern of this study is to provide enough parking within a reasonable distance to all uses within a downtown “shared parking” environment.

The “reasonable distance” can vary depending on the use; however, in general parking should be within one to two blocks from the user’s destination(s). Overflow parking can be a bit further, but no more than three to four blocks.

Definitions of Terms

A key to understanding the parking methodology is the definition of terms and assumptions inherent in the use of those terms.

Parking ratio is the number of parking spaces that should be provided per unit of land use, if parking serves only that land use. The ratios recommended herein are based on the expected peak

accumulation of vehicles at the peak hour on a design day.

Parking accumulation is the number of parked vehicles observed at a site.

Parking supply is the total number of spaces available to serve a destination.

Parking facility is a series of contiguous spaces dedicated to parking vehicles (e.g., on-street parking along a block, off-street parking lot).

Effective parking supply is the number of occupied spaces at optimum operating efficiency. A parking facility will be perceived as full at somewhat less than its actual capacity, generally in the range of 85-95 percent occupancy.

A **design day or design hour** is one that recurs frequently enough to justify providing space for the level of parking activity. One does not build for an average day, nor is it appropriate to design for the peak accumulation of vehicles ever observed at any site with that land use. Generally, the 85th percentile of observed traffic volumes

during peak hours on average days is used for design.

Shared Parking is the use of parking space to serve two or more individual land uses without encroachment or conflict. Shared parking can work for two reasons:

- variations in the timing of different uses, by hour, day or season reduces competition; and,
- people are able to park once and visit multiple sites.

Mode adjustment is employed to adjust the base parking ratios for local transportation availability, parking fees, ride sharing programs, etc.

Noncaptive ratio is the percentage of users who create no incremental parking demand when visiting more than one land use on the same trip. (For example, the office building employee who walks to a retailer during lunch.) The use of the non-captive ratio factor ensures that patrons are not counted twice in the overall parking demand estimate for the study area.

Peak Parking Demand

Source: Victorian Transport Policy Institute 2007: *Parking Management Strategies, Evaluation and Planning*

Weekday	Evening	Weekend
Banks and public services	Auditoriums	Religious institutions
Professional offices	Bars and meeting halls	Parks
Park and ride facilities	Hotels	Shops and malls
Schools, daycare centers	Restaurants	
Factories/distribution centers	Theaters	

FIELD SURVEY RESULTS

PARKING UTILIZATION

To determine availability of parking in downtown Watertown, MSA conducted three parking occupancy field surveys in September 2017 and October 2017. All field surveys counts started along the eastern edge of the downtown core and proceeded westward. Each field survey took 1-2 hours to complete, depending on the number of staffers present.

The occupancy surveys were conducted while the weather was fair and dry. Due to a busy community schedule in the fall, all three surveys were affected in some way by special events that generally increased parking demand and impacted how the network was used. For example, Main Street was closed for the Homecoming Parade so more people parked on the side streets. More detail is provided in the individual parking survey summaries to follow.

Field Survey #1

Friday, September 29 (2-3 PM)

This field survey was conducted prior to the 4pm Watertown High School Homecoming Parade. In preparation for the parade, on-street parking was temporarily restricted on Main Street (east of the river) and along S. Third Street from 2-6pm.

As shown in the map on the next page, the temporary restrictions impacted parking demand around these street, especially

on side streets north and south of Main Street, on Madison Street and on Market Street. Similarly, several off-street parking lots near Main Street had elevated parking demand. Yet, only 36% (or 249 of 683) of the available on-street parking spaces in the downtown core were occupied with 34% (or 426 of 1,245) off-street parking lot spaces filled (40% occupied in public lots vs. 30% in private lots). **In total, 35% of the spaces were occupied (675 of 1,928).**



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Occupancy Survey #1 - Weekday Late Afternoon (Friday, September 30, 2-3PM)

Source: MSA Professional Services



Field Survey #2
Friday, September 29 (6-7 PM)

This field survey was conducted following the 4pm Watertown High School Homecoming Parade. The special event parking restrictions ended at 6pm, but the signs remained during the duration of this field survey. During this time period many retail and office uses were closed or closing, while res-

taurants and bars were starting to see increased activity.

As shown in the map on the next page, parking demand increased between 1st Street and 5th Street east of the river, especially along E. Madison Street. Most of the parking demand during this time period is near restaurant and bar locations.

In total, 36% of the spaces were occupied in the downtown core (698 occupied). 41% (or 283 of 683) of the available on-street parking spaces were occupied, while only 33% (415 of 1,245) off-street parking lot spaces were filled. In total, 37% of the public parking lot spaces were occupied, as compared to only 31% of spaces in private lots.

Occupancy Survey #2 - Weekday Evening (Friday, September 30, 6-7PM)
Source: MSA Professional Services



Field Survey #3
Saturday, Oct. 28 (12-2 PM)

This field survey was conducted during downtown Watertown's Main Street Business Trick or Treat. This likely increased pedestrian and parking activity, especially for parents with small children, and did not require any parking or street closures.

As shown in the map on the next page, there was elevated parking demand along Main Street and Market Street; however, the majority of the parking lots were only moderately filled.

In total, 33% of the spaces were occupied in the downtown core (628 occupied). 38% (or 260 of 683) of the available on-street

parking spaces were occupied, while only 30% (368 of 1,245) of off-street parking lot spaces were filled. Private and public off-street parking were comparable in their usage (i.e., 30% occupied in public parking lot and 29% occupied in private lots).

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Occupancy Survey #3 - Weekend Afternoon (Saturday, October 21, 12-2PM)
Source: MSA Professional Services



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Field Surveys Summary

Friday evening provided the greatest demand for parking in the downtown core, even though the other two field surveys were conducted prior to, or during, a special event which generally increases vehicle and parking activity. During the Friday field survey, the parking network was only 36% filled, leaving 1,230 parking spaces available. If you factor in the 15% cushion (or 289 space reserve), the current network still has a surplus of 941 spaces in the downtown core. Should the density of development increase this effective supply would be reduced (see the next section for more details).

Occupancy Summary Table, Downtown Core
Source: MSA Professional Services

DOWNTOWN CORE PARKING FACILITIES		FIELD SURVEY #1		FIELD SURVEY #2		FIELD SURVEY #3	
FACILITY	TOTAL	#	%	#	%	#	%
on-street	683	249	36%	283	41%	260	38%
off-street	1,245	426	34%	415	33%	368	30%
public	537	216	40%	198	37%	160	30%
private	708	210	30%	217	31%	208	29%
TOTAL	1,928	675	35%	698	36%	628	33%

The City has added to the parking network over the years with the additions of new or expanded public off-street lots. The noted healthy downtown parking surplus (based on the current demand) is evident when looking at the occupancy of the public parking lots. As the table below illustrates, most of the public lots were less than 50% filled in all three surveys, including the Library Parking Lot (ID #1), S. Water Street & Rock River Lot (ID #2), N. Fourth Street Lot (ID #9), S. First Street & Market Street Lot (ID #10), and the Park & Rec Lot (ID #16). Contrary to the peak period of the entire parking network (i.e., on Friday evenings), most of the lots see the highest demand during the weekdays (due to general office and retail use).

Public Parking Lot Identification Map

Source: MSA Professional Services



Public Lot Field Survey Table

Source: MSA Professional Services

ID	Name	Total Spaces	Paved	Marked	Restrictions	FIELD SURVEY #1	FIELD SURVEY #2	FIELD SURVEY #3
ZONE A								
0	O'Connell Street Lot	9	Y	Y/N		67%	78%	67%
ZONE B								
1	Library Parking Lot	52	N	N		19%	6%	33%
2	S. Water St & Rock River Lot	66	Y	Y	4 HRS & 10 HRS, Plus Restricted+	27%	17%	26%
ZONE C								
9	N. Fourth Street Lot	59	Y	Y	2 HRS (6) & 10 HRS (53)	39%	32%	37%
8	North Fifth Street Lot	22	Y	Y	2 HRS (6) & 10 HRS (16)	73%	50%	59%
7	E. Madison Street Lot	8	Y	Y	2 HRS	63%	50%	25%
6	N. Second Street and Madison Lot	17	Y	Y	2 HRS	53%	94%	65%
5	N. Second Street Lot	27	Y	Y	4 HRS (21) & 2 HRS (6)	41%	89%	4%
4	Jones Street Lot	22	Y	Y	10HRS, Plus Restricted*	100%	64%	41%
3	N. First Street Lot	92	Y	Y	2HRS, 4HRS, & 10HRS	22%	53%	15%
ZONE D								
10	S. First Street & Market Stree Lot	19	Y	Y	10 HRS	0%	11%	16%
11	S. First Street Lot	19	Y	Y	4 HRS	32%	16%	53%
12	S. Second Street Lot	18	Y	Y	10 HRS	100%	67%	72%
13	Market Street Lot	22	Y	Y	4 HRS & 10 HRS	77%	91%	64%
14	S. Fourth Street Lot	29	Y	Y	10 HRS	24%	17%	45%
SOUTH OF FOCUS AREAS								
15	Senior & Community Center Lot	55	Y	Y		64%	13%	20%
16	Watertown Park & Rec Lot	8	Y	Y	EMPLOYEE M-F 7:30-5	38%	0%	0%

* 12 Spaces reserved for City Employees

+ 11 Spaces reserved for Library Employees, from 7am-6pm Mon-Sat

NEW DEMAND ANALYSIS

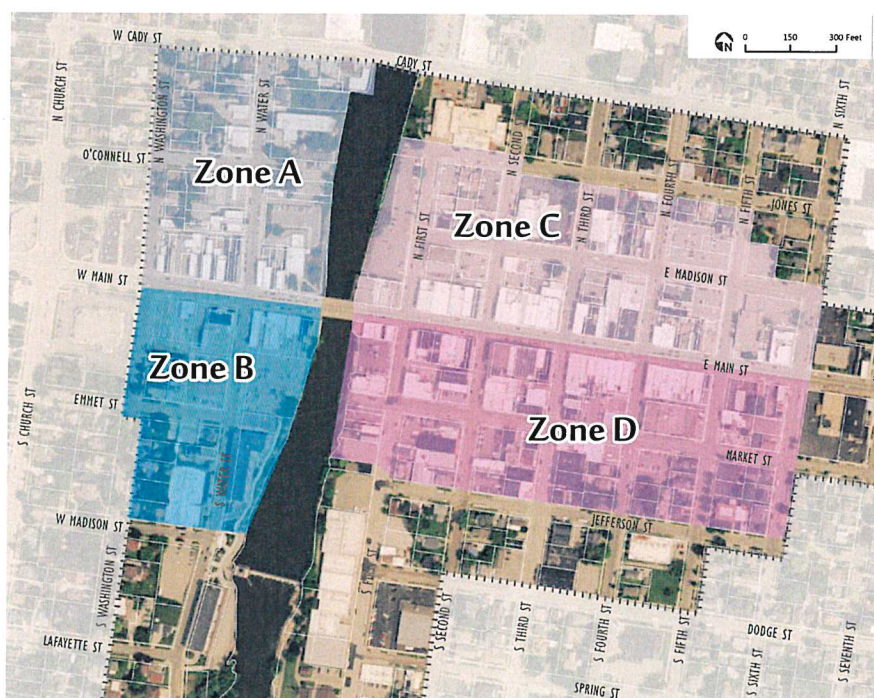
PARKING UTILIZATION

The City's 2014 Watertown Riverfront/Downtown Redevelopment Plan established several guiding principles for revitalizing the downtown, including eliminating blighting influences, re-purposing waterfront land uses, and ensuring the highest and best uses of property. These principles coupled with several actions within the plan will lead to additional density within the downtown, which will directly impact parking demand.

This section looks at the proposed land use recommendations and their impacts on parking demand as compared to the current (observed) parking surplus. For the purpose of this analysis, the downtown was broken into quadrants using Main Street and the Rock River as the dividing lines.

Parking Zones

Source: MSA Professional Services, ESRI (aerial)



Focus Zone "A"

North of Main / West of River

The Watertown Riverfront/Downtown Plan discusses redeveloping low value uses along the riverfront, specifically low-valued parking lots. There are 111 off-street spaces in this zone with 46%

of the spaces filled at the peak period (Friday evening). Nearly all off-street parking is private; there are only nine public spaces (within the O'Connell Street right-of-way from Water Street to Rock River). There are 99 on-street spaces that were 54% filled during the peak period. **If you reserve 15% of**

available spaces, you still have a surplus of 73 available spaces during the peak period.

Should the riverfront redevelop this surplus could likely accommodate the increased development density; however, this assumes no loss of the current off-street lots

(public or private) in this zone. **If the private lots are removed in the redevelopment project, the surplus will only be 33 spaces (including a 15% reserve).**

The Watertown Riverfront/Downtown Plan also noted actions to remove blight and rehab commercial properties. Both opportunities exist within this zone, especially in redeveloping the riverfront and rehabbing and occupying 118 N. Water Street. Should these areas redevelop at a greater density, this would increase parking demand along West Main Street, Water Street and O'Connell Street. Off-street parking will most likely be needed to supplement the remaining surplus on-street. Should the 13,000 square foot building at 118 N. Water Street be rehabbed for a commercial use, it would likely need access to 25-40 spaces during its peak period.

The mix of uses will have significant impact on the amount of parking necessary to support new or rehabbed sites. For instance, ground-floor retail generally needs less parking than a high-turnover sit-down restaurant (depending on the retailer size/draw), while upper-story residential needs less vehicle storage than would be necessary for office. Also, should the uses have different peak parking characteristics during a typical day, the total parking necessary to support the developments could be reduced. A mix of retail/office (weekday peak demand) and residential (evening peak demand) is a common example (see peak parking demand table on page 8).

Public Parking Surplus, By Zone

Source: MSA Professional Services

	Zone A Northwest	Zone B Southwest	Zone C Northeast	Zone D Southeast
Total Spaces	108	198	461	355
On-street	99	80	214	246
Off-street	9	118	247	109
Peak Demand	60	30	242	136
On-Street	54	12	105	96
Off-Street	6	18	137	40
Reserve (15%)	15	30	69	53
On-Street	15	12	32	37
Off-Street	0	18	37	16
Surplus	33	138	150	166
On-Street	30	56	77	113
Off-Street	3	82	73	53

Focus Zone "B"

South of Main / West of River

The Watertown Riverfront/Downtown Plan describes transforming the 100 south block of West Main Street into a Town Square, removing roughly 24,000 square feet of existing development. The proposed Square would host events, festivals, fairs, concerts, weddings, parades, and programming space for almost all community activities. The other major project in the 100 south block is the proposed 75-room boutique hotel with a 3,500 square foot banquet hall and potential restaurant on the ground floor (see the vision concept on the next page).

Based on Urban Land Institutes' *Shared Parking*, the proposed mix of uses (i.e., amphitheater, hotel, banquet hall and restaurant) would see peak parking de-

mand in the evening (8-9pm) in the month of June. At this peak design hour, the combined uses would need approximately **289 spaces** available (see Appendix A for more detail). If you add a 15% "cushion" reserve spaces to provide the perception of available spaces, this number would jump to **340 parking spaces**.

The redevelopment projects, would remove two public parking lots, totaling 118 spaces (i.e., a

Vision Parking Needs, Zone B

Source: MSA Professional Services

Redevelopment Parking Need	340
Peak Demand	289
15% Reserve	51
Proposed Parking Addition	252
Hotel On-Site Parking	52
Parking Garage	200
New Surplus	32
Current Public Parking Surplus	150
Public Parking Removal	118
New Surplus (+) / Deficit (-)	-56

66-space public lot and 52-space public lot). However, the vision proposes 52-58 total spaces on site (i.e., 45-50 spaces underground and 7-8 surface spaces at the drop-off location), and a 200-space parking structure across the street. **When factoring in the net change in parking proposed in this vision concept (plus 15% reserve), the parking network in Zone B would be short by 56 parking spaces.** Again the reserve spaces provide the 85% effective capacity with the additional spaces providing cushion for potentially mis-parked vehicles, construction, etc. and to maintain a positive parking experience (i.e., minimizes frustration looking for an available space). If the reserve spaces were removed from the equation, the currently proposed 200-space structure would be sufficient. *However, there are financial implications related to the size of the parking structure, which are discussed in the Recommendations section.*

This proposed parking structure would serve the Square, hotel and support uses (i.e., banquet and restaurant), as well as library patrons. However, for the purpose of this analysis, library user and employee parking has been omitted as these uses each have daytime peak periods (while all other uses peak in the evening). Additionally, the level of demand for the library does not exceed the parking storage capacity of the other uses combined. Should the library expand (as depicted in the vision concept), the parking structure should provide enough parking

Proposed Vision for Zone B

Source: Riverfront/Downtown Redevelopment Initiative



for the library events outside the peak periods for the hotel and Square uses. For this reason, the 60-space surface lot shown along Washington Street behind the library extension would not be needed for the foreseeable future - even with a library expansion.

Focus Zone "C"

North of Main / East of River

There are 387 off-street spaces in this zone with 38% of the spaces filled at the peak period. There

are 214 on-street spaces that were 49% filled during the peak period. **If you reserve 15% of the available spaces, this leaves a surplus of 258 spaces inclusive of private and public parking facilities.** As shown in the table on previous page, the surplus would be drastically lower if you only factor in public on- and off-street facilities. This difference is largely due to the number of businesses in this zone that have empty private lots during non-business evening hours (i.e., banks and

church facilities). **If these private lots are unavailable to parkers during non-business hours, the surplus would be 150 spaces.** See *Strategies and Concepts* section for more details.

Again, the Watertown Riverfront/Downtown Plan discusses redeveloping low value uses along the riverfront, specifically low-valued parking lots. This suggests the potential redevelopment of all, or a portion of, the 92-space public parking lot along N. First Street and the riverfront. If you look specifically at this lot, the lot was 53% filled (meaning, 43 spaces available) at the peak period.

Any development on this lot will increase the demand for parking in the parking network, while also reducing the available spaces in the network. Land use(s) will dictate the total impact to the parking network. Currently there are two restaurants across the street from this lot which are major parking generators during the peak period (Friday evenings). Office and retail uses would have less of an impact on the demand of the restaurant business, as their peak demand is during weekdays. Conversely, new residential in this location will increase the demand for evening parking storage.

The Watertown Riverfront/Downtown Plan also noted actions to remove blight and rehab commercial properties. Both opportunities exist within this zone. Should there be an increase density, it would increase parking demand along East Main Street, Madison Street and several north/south cross streets.

Off-street parking will most likely be needed to supplement the remaining on-street surplus. See the *Recommendations* section for opportunities to allow for this increase in density.

Focus Zone “D”
South of Main / East of River

This zone has many opportunities to increase usage of the existing upper stories that are mostly vacant (or used for storage). Historically, upper stories remained underutilized due to weak demand, strict code enforcement and cost-prohibitive updates to comply with those codes. However, as noted in the Watertown Riverfront/Downtown Plan, reuse of these upper stories should be a top priority.

Along Market Street, the major opportunity is for residential units, while vacant upper stories along Main Street could be either residential or office space dependent upon current and near future market conditions. One of the largest upper story reuse opportunities is within the 207-209 Main Street (approximately 12,000 square feet). Beyond the potential reuse of the upper stories, there are also several opportunities for blight clearance. However, the more imminent impact to the parking network will be in the increase in upper story use, requiring additional parking primarily in the evenings and weekends (by new residential units).

Based on the occupancy survey, there are 274 off-street spaces in this zone with 34% of the spaces filled at the peak period. There

are 246 on-street spaces that were 39% filled during the peak period. **If you reserve 15% of the available spaces, this leaves a surplus of 254 spaces inclusive of private and public parking facilities.** As shown in the table on page 15, the surplus would be drastically lower if you only factor in public on- and off-street facilities. This difference is largely due to the funeral home businesses in this zone that have empty private lots during non-business evening hours. **If these private lots are unavailable to parkers during non-business hours, the surplus would be 166 spaces.** See the *Recommendations* section for more details.

This surplus will offset reuse of upper stories and/or redevelopment in the short term. For planning purposes, residential in a downtown setting requires approximately 1.65 parking spaces per unit. Therefore, a surplus of 166 public parking facility spaces can support up to 274 units. An addition of uses with peak weekday demand (e.g., retail and office) will not impact the potential expansion of residential units in this zone; however, uses with the same peak period (e.g., restaurants, bars and entertainment venues) will compete for parking spaces, resulting in a reduction of potential residential units being supported without expansion of the parking network.

Source: 2014 Watertown Riverfront/Downtown Redevelopment Initiative (REDEVELOPMENT RESOURCES)



STRATEGIES & CONCEPTS

RECOMMENDATIONS

At present there are no off-street parking requirements in the Central Business District, the zoning district that encompasses most of the downtown area. Some downtown property owners have opted to provide off-street parking for customers in the interest of convenience and to be on a level playing field with competitors that are required to provide off-street parking. But for many downtown uses, especially historic Main Street properties, the responsibility to meet and manage parking demand falls to the City. This section features strategies the City should consider to manage downtown parking demand.

LOW COST STRATEGIES

Strategy 1.1:

Provide Short-Term Parking

Main Street should include a few short-term parking stalls (e.g. 15-minute limit), preferably near corners. Coffee shops, florists, and markets all have customers that want to get in and out quickly, but this change should be made only in consultation with business owners to confirm interest.

Strategy 1.2:

Use Parking Areas Efficiently

As fuel efficiency has become a priority, many people are driving cars less than 16 feet in length. Look for opportunities to gain additional spaces by designating some rows for compact cars only. These spaces are also appropriate for most electric vehicles. The provision of public charging stations (or utilities to accommodate future installation) should be considered when building new parking lots or structures.



Strategy 1.3:

Require Off-Street Parking with New Development

At present there are no off-street parking requirements in the Central Business District. When non-historic sites are redeveloped, that new development should be required to provide off-

street parking, though not necessarily on the same site. The best scenario is a limited amount of on-site parking, possibly including an underground garage, and payment of a fee in lieu of on-site parking for the balance of the projected parking demand. The City can then use those fees to cover the capital costs of new lots or ramps to accommodate the new demand. This arrangement is better than requiring all development to meet all projected demand on-site, because shared lots can meet the shifting parking needs of multiple sites more efficiently.

Strategy 1.4:

Review and Update Time Limits

The City updated the time limit restrictions in the off-street public lots to promote and allow downtown employees to utilize the off-street lots, freeing up the on-street parking spaces for visitors and patrons. Should the business and resident density increase (e.g., redevelopment, reuse of upper floors), the nearby public parking lot's time restrictions should be re-evaluated. At a minimum, this review should happen every other year.

MODERATE COST

STRATEGIES

Strategy 2.1:

Encourage Alternative Transportation Options

Automobiles will be the dominant form of travel in Watertown for the foreseeable future, but there are some people willing to travel by bike and by foot. The City and property owners can mitigate car parking demand by encouraging biking and walking.

Walking can be encouraged with a continued commitment to safe sidewalks and crosswalks. A good example of pedestrian-friendly street design is a minimum of 4 feet of clear path (no obstructions) on side streets, and a minimum of 6 feet on Main Street. The common obstructions are fire hydrants, light/electric poles, benches, etc., which should be in designated zones close to the building or the curb.

Biking can be encouraged with better designation of bike routes and lanes, and with designated bike parking at apartments and businesses. At present there are no bike lanes anywhere in the downtown. In cases where a proposed bike route has little room to add bike-only lanes (and traffic counts and speeds are low), the City should consider marking and signing shared lanes that indicate to bikers and drivers that bikes have the right to ride in the street.

Regarding bike parking, the City should consider installing a limited number of bike racks along Main Street, and monitor and

evaluate their use during the summer months. If frequently full, or if bikes are also locked to other features, more bike racks should be added.

Strategy 2.2:

Improved Parking Signage

Public parking should be easy to find. The current parking signage is separate from the downtown wayfinding signage system. Should these signage types remain separate, it suggested nationally recognized blue and white "P" signs (as shown below) should be posted along Main Street, 3rd Street and 4th Street to guide visitors to the public lots. The current signage with the unique logo/decal can continue to be used to display the time restrictions at the lot entrances and within the lots. However, a blue and white "P" signage should be included at the main entrances simply by adding them to the existing posts with time restrictions.



Strategy 2.3:

Ongoing Employee Education

Downtown employees should not be parking on a public street or lot within a block of Main Street. Employee turnover necessitates an educational effort on a regular schedule (semi-annual preferred) to identify the most appropriate places for employees to park.

Strategy 2.4:

Parking Literature

Promoting parking includes establishing a public relations and communications plan to provide information on key events impacting downtown parking access issues. This plan should be designed to increase public awareness of downtown parking through events, activities, publications, press releases, maps and other literature.

We recommend adding a dedicated page on the City's website. The site should be comprehensive in nature, inform potential visitors where and how to park in downtown, including hours of operation, rates (if any), and how to purchase a monthly parking pass (should a system be created). We recommend that the City include "Downtown Parking" under the list of departments and establish several web pages to educate the public on downtown parking. This site should be linked to other sites that need to promote parking to visitors, such as the Chambers website.

This information should be promoted in the following media locations.

1. A "Downtown Parking" page on the city website.
2. A quarterly newsletter for the downtown parking community with news of developments in parking, (re)development and road construction projects, upcoming downtown events, and profiles of downtown newsmakers.
3. Newspaper items or articles and media releases.

- 4. Brochures and maps, both distributed and posted.
- 5. Direct mailings when needed.

Strategy 2.5:
Charge for (some) Parking

All parking has a cost, including the value of the land required, the opportunity cost of not using that land for development, and the paving and maintenance of each parking space. In a dense urban environment these costs are high, and drivers should be expected to cover at least a portion of these costs. However, in most communities like Watertown (and many larger, more urban cities too), the City and merchants are doing everything possible to attract customers and visitors to the downtown area and are reluctant to charge for parking.

While it may not be possible to charge for all parking, the City should consider charging for the best parking, especially as demand for spaces increases on Main Street. Price influences behavior. Many people will choose to park further away to avoid paying the fee, and this will make more stalls available for those that are willing to pay for convenience. The target limit for parking occupancy is 85%. If more than 85% of the Main Street spaces are often occupied, prices should be raised until occupancy during busy periods drops below 85%.

Strategy 2.6:
Ensure nighttime safety

All downtown users should feel safe walking to or from their cars after dark. Adequate lighting should be provided along pedes-

trian routes, especially near parking lots. New lighting should be full cut-off, dark-sky compliant, to eliminate unnecessary glare.

HIGH COST STRATEGIES

Strategy 3.1:
Create More Parking

One answer to a parking shortage (real or perceived) is to create more parking. Removing taxable development to add low-density surface parking is undesirable - it reduces revenues and damages the urban character of the downtown area. The alternative is to concentrate parking in multi-story structures.

Structured parking is a costly solution that should be pursued only if there is also a revenue stream from permits and meters to offset (in part, at least) the borrowing and maintenance costs for such facilities. However, that revenue does not necessarily need to be generated in the parking structure itself. The City should charge for convenience and offer less convenient parking at less cost. All downtown public parking is part

of a system, and the costs and revenues should be distributed however necessary to optimize performance.

A review of recent parking structure costs and studies reveals an average capital cost of about \$25,000 per parking space, including about \$15,000-20,000 per space construction cost and 30-40% soft costs (planning, design, permitting, financing). Annual operating costs average \$100 per space for enforcement and \$500 per space for lighting and maintenance.

Watertown is unlikely to cover parking structure costs with user fees – there will need to be some sort of subsidy, certainly for the capital costs and possibly for the operating costs.

Structured parking typically becomes cost effective when land prices exceed \$1 million per acre (from “Parking Matters”, 2006). Land prices in Downtown Watertown is currently around \$167,500 per acre. It may still not be the right time for public structured parking, though private



structured parking as part of re-development projects may be both feasible and necessary to the viability of those projects. For example, the recommended development of a hotel with banquet and restaurant space.

There are several variables and options to consider when selecting the type of structure, including the desired traffic flow (one way or two way), additional use within the structure (such as retail on the bottom level), the Level of Service (LOS), and height restrictions. The minimum parking structure dimensions may be useful when considering sites for adding a parking structure. We recommend building a structure with at least 300 spaces in order to hold down the overall cost per added space. Smaller garages result in fewer spaces per square foot and higher construction costs per space. The ideal size is 120 feet by 284 feet, which provides 132 parking spaces per floor.

Proposed Zone "B" Structure

As discussed on pages 15-16, the Watertown Riverfront/Downtown Plan suggests a 200-space parking structure to support the development of a recommended hotel and Town Square, as well as the existing library. This size of parking structure would meet the peak parking demand, excluding the typical reserve spaces, but it is potentially problematic for two reasons, described below.

1. **Only 50 Spaces per floor due to the lot size.** The site is 132 feet by 165, and ideally would include a five foot building setback from adjacent properties lines (back and side)

and a minimum of two foot setback from the public sidewalks. Therefore, a 125 feet by 155 feet footprint is realistically the largest that can fit the site. To provide a minimum of 200 spaces, there would need to be four levels of parking.

2. **The design for the parking structure will have higher than normal construction costs.** The ideal size for structure is 300-500 spaces to reduce the cost per square foot. Also the lot size would require four levels (to just supply 200 spaces), which will increase cost as well.

The recommendation will be to consider purchasing four single-family homes directly west of the proposed structure lot (i.e., 115-121 Washington Street and 210 Emmet Street). This will provide a site measuring 264 feet by 165 feet. These site dimensions would allow for a 3-story parking structure providing approximately 270 spaces (or 90 spaces per floor). This structure would supply enough parking for all potential uses described in the Watertown Riverfront/Downtown Plan, including the standard 15% reserve spaces. The structure would only need to be 120-125 feet wide running north/south, so 30+ feet could be used as service alley along the back portion of the existing library.

Proposed Zone "C" Structure

The Watertown Riverfront/Downtown Plan discussed the opportunity to build a parking structure on the North Fifth Street Lot (between Fourth and Fifth Streets). Currently the demand

is not suggesting a need for this project in the foreseeable future. Should development pressure result in increased parking demand in the vicinity, the ideal parking structure footprint would require acquiring 208 N. Fifth Street.

Surface Lots

As an interim step until structured public parking becomes feasible, it may be necessary to create more off-street surface parking. The ideal properties to consider for low-value surface lots are properties adjacent to existing lots that can efficiently expand the parking supply, especially those that are blighted. Blighted properties detract from an area, and they generally have lower overall value (reducing the cost to implement the project).

Potential locations for new off-street surface parking include:

1. **Convert 109-113 Jones Street to a public parking lot.** This will add roughly 18-22 net spaces, depending on how it links with the existing parking lots flanking these properties.
2. **Purchase and convert 209-211 Market Street to public parking, and reconfigure with the adjacent public lot and alleyway.** This project will net an increase of roughly 15-19 parking spaces.
3. **Purchase or establish a lease agreement to use the existing private parking lot at 201 N. Fifth Street.** During all three occupancy field surveys the bank parking lot never had more than one vehicle

parked in it. This lot is not necessary to meet the current demand, but can remain on the radar should demand increase in the near vicinity.

4. **Purchase 114 S. 4th Street and adjacent parking lot (110 S. 4th Street).** At a minimum the parking lot could be purchased to reconstruct, mark and utilize for general public use. The building at 114 S. 4th Street is not contributing significantly to the downtown character, nor does it hold the corner. Should this property and adjacent lot be purchased, the building could be leased in the short term until demand requires an increase in parking. If this direction is taken, some minor improvements to the building could be made to improve its curb appeal (e.g., restore in larger windows, remove pitched roof, remove aged asphalt around foundation and replace with landscaping).

ing streets, and negative public opinions.

Yet, if parking becomes strained in existing or planned residential areas, residential permit parking is a potential strategy to consider. The residential permits provides preferential parking to those who live on a crowded street either throughout the day, or during the evening/over night hours. This can help maintain and/or increase the marketability for more residential units in the downtown.

Employee Parking Permit

The City could establish a permit system for downtown employees. This system could be used to help direct employee parking to designated areas that do not conflict with customer parking. For this system to be successful, time limits will need to be enforced on streets and lots intended for customer parking - otherwise employees will ignore the permit system.

OTHER STRATEGIES

Resident Parking Permit

With the current interest is promoting conversion of upper floors to residential, the City may consider establishing a residential parking permit system. However, there are drawbacks to such as system, including the cost to administer the system (and who pays for that cost - renters, property owners, City, etc.), cost and hassle to get guest passes, increase in parking congestion on neighbor-



DEVELOPMENT REVIEW

DOWNTOWN SQUARE & HOTEL PARKING DEMAND

WEEKDAY DEMAND SUMMARY: Peak Month (June), Peak Period (9PM)

	Quantity	Unit	Base Rate	Mode Adj	Non-Captive Rate	Project Rate	Unit	Peak Hr Adj (9 PM)	Peak Mo Adj (June)	Estimated Parking Demand
Town Square Ampitheater										67
Visitors	200	Seats	0.30	1.00	1.00	0.30 / seat		1.00	0.90	54
Employees			0.07	1.00	1.00	0.07 / seat		1.00	0.90	13
Hotel-Business, Plus Amenities										222
Rooms	75	Rooms	1.25	1.00	1.00	1.25 / Room		0.85	1.00	80
Banquet Space	3,500	SF	30	1.00	1.00	30.00 / k SF GLA		1.00	0.95	100
Restaurant/Lobby	8,000	SF	10	1.00	0.80	8.00 / k SF GLA		0.67	1.00	43
TOTAL										289

WEEKEND DEMAND SUMMARY: Peak Month (June), Peak Period (9PM)

	Quantity	Unit	Base Rate	Mode Adj	Non-Captive Rate	Project Rate	Unit	Peak Hr Adj (9 PM)	Peak Mo Adj (June)	Estimated Parking Demand
Town Square Ampitheater										73
Visitors	200	Seats	0.33	1.00	1.00	0.33 /k SF GLA		1.00	0.90	59
Employees			0.07	1.00	1.00	0.07 /k SF GLA		1.00	1.00	14
Hotel-Business, Plus Amenities										211
Rooms	75	Rooms	1.08	1.00	1.00	1.08 / Room		0.85	1.00	69
Banquet Space	3,500	SF	30	1.00	1.00	30.00 / k SF GLA		1.00	0.95	100
Restaurant/Lobby	8,000	SF	10	1.00	0.80	8.00 / k SF GLA		0.67	1.00	43
TOTAL										285

TO: COMMON COUNCIL
FROM: Megan Dunneisen, City Clerk
October 4, 2022

I would appreciate your consideration of the following appointments of Election Inspectors for the term to expire December 31, 2023:

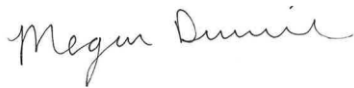
Patricia Kreitzman	Jacob Staatz	Marilyn Schultz
Beth Beckett	David Applegarth	Kathie Hillman
Taylor Steger Walsh	Rebecca Wegner	Chris Riffle
Roger Herbert	Johnathan Ledbetter	Theresa Lublin

I would appreciate your consideration of the following appointments of Special Voting Deputies for the term to expire December 31, 2023:

Kim Brunner	Mary Patzner
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Thank you for your consideration.

Sincerely,



Megan Dunneisen, City Clerk

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Payment due date = 10/04/2022

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
ALSCO INC						
1512	ALSCO INC	IMIL1840668	MATT SERVICE AT CITY HALL	09/16/2022	65.26	01-51-71-18 SUPPLIES & EXPENSE
1512	ALSCO INC	IMIL1840668	SHIRTS AND COVERALLS MEC	09/16/2022	63.48	01-54-31-59 SAFETY EQUIPMENT
1512	ALSCO INC	IMIL1840668	COVERALLS STORM WATER T	09/16/2022	27.53	16-58-16-41 SAFETY EQUIPMENT
1512	ALSCO INC	IMIL1840668	COVERALL SERVICE FOR SOLI	09/16/2022	4.84	17-58-17-59 SAFETY EQUIPMENT
Total 1512:					161.11	
AT&T MOBILITY-FIRSTNET						
552664	AT&T MOBILITY-FIRSTNET	287310587104	PD - TELEPHONES	09/07/2022	931.19	01-52-11-32 TELEPHONE
Total 552664:					931.19	
AYRES ASSOCIATES INC						
1990	AYRES ASSOCIATES INC	202383	REHABILITATION OF THE CADY	09/21/2022	3,778.02	05-58-11-40 BRIDGES
Total 1990:					3,778.02	
BADGER PEST CONTROL LLC						
552514	BADGER PEST CONTROL LLC	38216	PEST CONTROL SR CTR	08/22/2022	425.00	01-55-24-17 CONTRACT SERVICES
Total 552514:					425.00	
BEHNKE MATERIALS ENGINEERING LLC						
2201	BEHNKE MATERIALS ENGINEE	1238	2022 TESTING SERVICES- AIR P	08/31/2022	4,480.00	05-58-11-69 STREETS
Total 2201:					4,480.00	
COMPUTER INFORMATION SYSTEMS						
3672	COMPUTER INFORMATION SYS	237315	PD - LIVESCAN	07/18/2022	5,000.00	01-52-11-60 CAPITAL OUTLAY
Total 3672:					5,000.00	
3672	COMPUTER INFORMATION SYS	237729	PD - CONTRACT	11/01/2022	27,009.60	01-52-11-20 MAINTENANCE CONTRA
Total 3672:					27,009.60	
CONSTRUCTION FABRICS & MATERIALS CORP						
3755	CONSTRUCTION FABRICS & MA	202074	STRAW MATT FOR STORM WAT	09/20/2022	680.00	16-58-16-46 EXCAVATE/REPAIR/INSTA
Total 3755:					680.00	
CONVERGENT SOLUTIONS INC						
3762	CONVERGENT SOLUTIONS INC	54302	CLOUD BACKUP AND LABOR R	08/31/2022	138.95	01-51-86-11 CONTRACTED IT SUPPO
Total 3762:					138.95	
3762	CONVERGENT SOLUTIONS INC	54344	PD - SERVICE	09/16/2022	265.65	01-52-11-32 TELEPHONE
Total 3762:					265.65	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
CORPORATE BUSINESS SYSTEMS						
3793	CORPORATE BUSINESS SYSTE	32369094	COPIER LEASE FEE- STREETS	09/05/2022	69.50	01-54-21-18 SUPPLIES & EXPENSE
3793	CORPORATE BUSINESS SYSTE	32369094	COPIER LEASE FEE- SOLID WA	09/05/2022	69.50	17-58-17-18 SUPPLIES
Total 3793:					139.00	
3793	CORPORATE BUSINESS SYSTE	32430604	COPIER LEASE FEE-FD	09/13/2022	705.94	01-52-31-44 OFFICE SUPPLIES
Total 3793:					705.94	
3793	CORPORATE BUSINESS SYSTE	32472263	ENVIRO - COPIER LEASE/COPI	09/20/2022	358.90	14-53-13-18 SUPPLIES
Total 3793:					358.90	
3794	CORPORATE BUSINESS SYSTE	326899	COPIER MAINT FEE-SOLID WA	09/20/2022	12.66	17-58-17-18 SUPPLIES
3794	CORPORATE BUSINESS SYSTE	326899	COPIER MAINT FEE-STREET	09/20/2022	12.65	01-54-21-18 SUPPLIES & EXPENSE
Total 3794:					25.31	
COTTINGHAM & BUTLER INS SVCS						
3125	COTTINGHAM & BUTLER INS S	275972	JOB CLASSIFICATIONS PROGR	09/14/2022	275.00	95-50-00-28 CONSULTING COSTS
Total 3125:					275.00	
CRANE 1 SERVICES, INC						
554412	CRANE 1 SERVICES, INC	128-02411	SHOP CRANE INSPECTION	09/15/2022	925.00	01-54-11-20 REPAIRS
Total 554412:					925.00	
DEBBIE SCHUETT						
19337	DEBBIE SCHUETT	09212022	COURT CLERK CONFERENCE	09/27/2022	303.86	01-51-21-22 DUES, FEES & SUBS
Total 19337:					303.86	
DENISE ZIEMER						
554417	DENISE ZIEMER	072922	ACCIDENT REPAIR	07/29/2022	1,868.67	01-52-11-44 VEHICLE REPAIRS & MAI
Total 554417:					1,868.67	
DIGICORP INC						
4468	DIGICORP INC	343164	OFFICE 365 APPS AND LICENS	09/20/2022	1,228.50	01-51-86-44 SOFTWARE SUPPORT/S
Total 4468:					1,228.50	
4468	DIGICORP INC	403148	DATTO SAAS PROTECTION INFI	08/22/2022	300.00-	01-51-86-44 SOFTWARE SUPPORT/S
Total 4468:					300.00-	
DODGE COUNTY REGISTER OF DEEDS						
4545	DODGE COUNTY REGISTER OF	REC CUP - 50	REC CUP - 500 WELSH RD	06/29/2022	30.00	01-51-40-18 SUPPLIES & EXPENSE
Total 4545:					30.00	
4545	DODGE COUNTY REGISTER OF	REC CUP - 74	REC CUP - 746 N CHURCH ST	07/25/2022	30.00	01-51-40-18 SUPPLIES & EXPENSE
Total 4545:					30.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
EMILY MCFARLAND						
13218	EMILY MCFARLAND	092122	MILEAGE REIMBURSEMENT-MA	09/21/2022	109.38	01-51-31-24 TRAVEL
Total 13218:					109.38	
ENTERPRISE SPECIALTY PRODUCTS INC						
554097	ENTERPRISE SPECIALTY PROD	2022-46257-00	DEFOAMER FREIGHT CHRG -	09/22/2022	120.00	02-82-00-18 SUPPLIES & EXPENSE
Total 554097:					120.00	
FIRE SERVICE INC						
6371	FIRE SERVICE INC	2734	STEP FOLDING ICDUAL LED	09/14/2022	230.87	01-52-31-42 APPARATUS MAINTENAN
Total 6371:					230.87	
GRANT NOLTNER						
554411	GRANT NOLTNER	BD902073-4	REFUND	09/28/2022	86.20	01-43-61-00 COURT PENALTIES & CO
Total 554411:					86.20	
HATCH BUILDING SUPPLY INC						
8225	HATCH BUILDING SUPPLY INC	413173	SUPREME RELEASE	09/19/2022	531.94	16-58-16-19 MISC. STREET SUPPLIE
Total 8225:					531.94	
HOLBROOK TENNIS COURT SERVICES LLC						
554138	HOLBROOK TENNIS COURT SE	2253	BQ TENNIS MEMBRANE REPAI	09/22/2022	4,950.00	01-55-41-60 CAPITAL OUTLAY
Total 554138:					4,950.00	
INSIGHT FS						
9415	INSIGHT FS	B0001621749	GASOLINE - WW	09/14/2022	2,104.68	02-82-00-40 GASOLINE
Total 9415:					2,104.68	
INTERSTATE BILLING SERVICE INC						
9490	INTERSTATE BILLING SERVICE	X101051796:0	VALVE FOR STREETS VEHICLE	09/19/2022	56.77	01-54-11-20 REPAIRS
9490	INTERSTATE BILLING SERVICE	X101051796:0	VALVE FOR SOLID WASTE VEH	09/19/2022	56.77	17-58-17-20 REPAIRS
Total 9490:					113.54	
9490	INTERSTATE BILLING SERVICE	X101051832:0	BATTERIES FOR STREET STOC	09/19/2022	142.50	01-54-11-20 REPAIRS
9490	INTERSTATE BILLING SERVICE	X101051832:0	BATTERIES FOR SOLID WASTE	09/19/2022	142.50	17-58-17-20 REPAIRS
Total 9490:					285.00	
IT'S RACE TIME, INC						
9925	IT'S RACE TIME, INC	1696	TIMING FOR 5 K RUN	09/17/2022	971.50	01-58-11-13 POLICE DEPT. DONATIO
Total 9925:					971.50	
JEFFERSON CO REGISTER OF DEEDS						
10280	JEFFERSON CO REGISTER OF	REC CUP - 10	REC CUP - 107 E MAIN ST	08/08/2022	30.00	01-51-40-18 SUPPLIES & EXPENSE
Total 10280:					30.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
JEFFERSON FIRE AND SAFETY INC						
10300	JEFFERSON FIRE AND SAFETY	144320	HEXARMOR RESCUE GLOVES-	09/14/2022	443.60	01-58-11-05 FIRE 2% DUES
	Total 10300:				443.60	
10300	JEFFERSON FIRE AND SAFETY	144397	LABOR TO LOOK AT COMPRES	09/01/2022	110.00	01-52-31-20 EQUIPMENT REPAIRS/RE
	Total 10300:				110.00	
JOHNS RECYCLING INC						
10496	JOHNS RECYCLING INC	18707	SINGLE STREAM MIX RECYCLI	08/31/2022	6,507.54	17-58-17-41 OUTSIDE RECYCLING S
	Total 10496:				6,507.54	
KOCH'S TELECOMMUNICATIONS						
11500	KOCH'S TELECOMMUNICATION	55175	OCONNELL FIBER OPTIC SPLIC	09/16/2022	9,582.92	03-99-23-18 OUTSIDE SERVICES EXP
	Total 11500:				9,582.92	
11500	KOCH'S TELECOMMUNICATION	55176	OCONNELL WTR VAULT FIBER	09/16/2022	1,126.32	03-99-23-18 OUTSIDE SERVICES EXP
	Total 11500:				1,126.32	
LAND TECH SURVEYING LLC						
554400	LAND TECH SURVEYING LLC	5634	LAND SURVEY FOR NEW STATI	09/14/2022	2,750.00	01-52-31-18 SUPPLIES & EXPENSE
	Total 554400:				2,750.00	
LANGE ENTERPRISES						
12110	LANGE ENTERPRISES	81439	SIGNS (2)	09/14/2022	123.74	01-54-41-18 SUPPLIES & EXPENSE
	Total 12110:				123.74	
12110	LANGE ENTERPRISES	81530	SIGN BLANK	09/26/2022	61.87	01-54-41-18 SUPPLIES & EXPENSE
	Total 12110:				61.87	
LYCON INC						
553951	LYCON INC	0363009-IN	STORM WATER STONE	09/16/2022	139.00	16-58-16-19 MISC. STREET SUPPLIE
	Total 553951:				139.00	
553951	LYCON INC	0969030-IN	CURB & GUTTER-1100 N 4TH L	09/18/2022	333.50	03-99-99-99 CAPITAL OUTLAY
	Total 553951:				333.50	
553951	LYCON INC	0969613-IN	2ND AND CADY CONCRETE	09/25/2022	1,678.00	16-58-16-46 EXCAVATE/REPAIR/INSTA
	Total 553951:				1,678.00	
MENARDS INC						
13384	MENARDS INC	34797	WAC HARDWARE	06/29/2022	111.94	01-55-22-20 REPAIRS
	Total 13384:				111.94	
13384	MENARDS INC	38373	MISC SUPPLIES-CLEANING, LI	09/02/2022	108.55	03-99-32-18 SUPPLIES-MAINT.OF GE

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 13384:					108.55	
13384	MENARDS INC	39379	PARKS DIAMOND PAINT	09/20/2022	1,439.28	01-55-41-18 SUPPLIES & EXPENSE
Total 13384:					1,439.28	
13384	MENARDS INC	39397	PARK SHOP SUPPLIES	09/20/2022	113.64	01-55-42-20 REPAIRS & SUPPLIES
Total 13384:					113.64	
13384	MENARDS INC	39553	WAC BRUSH, BLANKETS	09/23/2022	72.92	01-55-22-20 REPAIRS
Total 13384:					72.92	
MEREDITH DEGNER						
54467	MEREDITH DEGNER	513022976042	ADVERTISING RIVERFEST	08/17/2022	114.00	12-50-05-05 ADVERTISING/PR
Total 54467:					114.00	
MIDDLETON FARMERS COOPERATIVE COMPANY						
554035	MIDDLETON FARMERS COOPE	197	FUEL 8316 GALLONS	09/21/2022	33,278.62	01-54-11-40 GASOLINE
Total 554035:					33,278.62	
MILWAUKEE JOURNAL SENTINEL						
27473	MILWAUKEE JOURNAL SENTIN	0004885888	NEWSPAPER-RIVERFEST	08/10/2022	1,526.70	12-50-05-05 ADVERTISING/PR
Total 27473:					1,526.70	
MULCAHY SHAW WATER INC						
13870	MULCAHY SHAW WATER INC	324514	REAGENTS-CTP FLUORIDE AN	09/19/2022	188.15	03-64-41-40 OPERATION CHEMICALS
Total 13870:					188.15	
OLSEN SAFETY EQUIPMENT CORP						
15575	OLSEN SAFETY EQUIPMENT C	0400952-IN	ULTATECH SAFETY GLOVES	09/14/2022	74.52	01-54-31-59 SAFETY EQUIPMENT
Total 15575:					74.52	
OTT HYDROMET CORP						
554401	OTT HYDROMET CORP	ACR/10042771	RIVER GAUGE STATION EQUIP	08/26/2022	13,202.50	16-58-16-60 CAPITAL OUTLAY
Total 554401:					13,202.50	
PASSENGER TRANSIT INC						
16165	PASSENGER TRANSIT INC	1171	TAXI RIDES-SR CTR	09/08/2022	16.50	01-58-11-07 SR. CENTER FUNDRAISI
Total 16165:					16.50	
PEPSI (WP BEVERAGES LLC)						
16270	PEPSI (WP BEVERAGES LLC)	91912869	RIVERFEST BEVERAGE ORDER	08/08/2022	38,769.58	12-50-05-75 BEVERAGE EXPENSES
Total 16270:					38,769.58	
16270	PEPSI (WP BEVERAGES LLC)	91914201	RIVERFEST BEVERAGE	08/10/2012	314.20-	12-50-05-75 BEVERAGE EXPENSES

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 16270:					314.20-	
16270	PEPSI (WP BEVERAGES LLC)	91914949	RIVERFEST BEVERAGE ORDER	08/12/2022	13,421.88	12-50-05-75 BEVERAGE EXPENSES
Total 16270:					13,421.88	
16270	PEPSI (WP BEVERAGES LLC)	91914958	RIVERFEST BEVERAGE	08/12/2022	1,728.00	12-50-05-75 BEVERAGE EXPENSES
Total 16270:					1,728.00	
16270	PEPSI (WP BEVERAGES LLC)	91915618	RIVERFEST BEVERAGE	08/16/2022	38,159.02-	12-50-05-75 BEVERAGE EXPENSES
Total 16270:					38,159.02-	
RANDY BUSLER						
2959	RANDY BUSLER	92722	REIMBURSE SAFETY BOOT-PA	09/27/2022	100.00	01-55-41-59 SAFETY EQUIPMENT
Total 2959:					100.00	
RHYME BUSINESS PRODUCTS						
4092	RHYME BUSINESS PRODUCTS	32451374	COPIER MAINT FEE-BS&Z	09/16/2022	177.82	01-52-41-26 MAINTENANCE CONTRA
Total 4092:					177.82	
RICOH USA INC						
18509	RICOH USA INC	5065600977	COPIER CONTRACT-SR CTR	09/20/2022	174.43	01-55-24-17 CONTRACT SERVICES
Total 18509:					174.43	
RNOW INC						
552807	RNOW INC	2022-63829	LIFTER ARM FOR SW VEHICLE	09/14/2022	2,748.78	17-58-17-20 REPAIRS
Total 552807:					2,748.78	
552807	RNOW INC	2022-63929	SPRING ASSEMBLY FOR SW #2	09/26/2022	342.73	17-58-17-20 REPAIRS
Total 552807:					342.73	
552807	RNOW INC	22583	ELBOW FOR SW VEHICLE 21	09/14/2022	184.22	17-58-17-20 REPAIRS
Total 552807:					184.22	
RUEKERT MIELKE INC						
18891	RUEKERT MIELKE INC	143195	PROJ 79-00000 GENERAL SERV	09/14/2022	106.00	16-58-16-47 OUTSIDE SERVICES EM
Total 18891:					106.00	
18891	RUEKERT MIELKE INC	143196	PROJ 79-10035 ANNUAL ST SA	09/14/2022	4,876.00	16-58-16-60 CAPITAL OUTLAY
Total 18891:					4,876.00	
18891	RUEKERT MIELKE INC	143197	PROJ 79-10027 STORM SEWER	09/14/2022	5,029.31	16-58-16-47 OUTSIDE SERVICES EM
Total 18891:					5,029.31	
18891	RUEKERT MIELKE INC	143198	PROJ 79-10037 FLOOD CONTR	09/14/2022	10,135.50	16-58-16-60 CAPITAL OUTLAY

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 18891:					10,135.50	
18891	RUEKERT MIELKE INC	143199	PROJ 79-10039 SUBDIVISION C	09/14/2022	1,045.00	01-54-10-47 OUTSIDE SERVICES EM
18891	RUEKERT MIELKE INC	143199	PROJ 79-10039 SUBDIVISION C	09/14/2022	1,045.00	16-58-16-47 OUTSIDE SERVICES EM
Total 18891:					2,090.00	
SHERWIN WILLIAMS						
19523	SHERWIN WILLIAMS	9280-8	TRAFFIC MARKING PAINT	09/27/2022	800.00	01-54-24-40 MARKINGS
Total 19523:					800.00	
SHORT ELLIOTT HENDRICKSON INC						
19563	SHORT ELLIOTT HENDRICKSO	431667	PROJ 168687 SMALL CELL SITE	08/16/2022	5,400.00	01-54-10-44 ENGINEERING REVIEW F
Total 19563:					5,400.00	
19563	SHORT ELLIOTT HENDRICKSO	432968	PROJECT 160163 T-MOBILE AN	09/15/2022	475.49	03-99-23-18 OUTSIDE SERVICES EXP
Total 19563:					475.49	
19563	SHORT ELLIOTT HENDRICKSO	432969	PROJECT 160390-WATRN SPRI	09/15/2022	259.04	03-99-23-18 OUTSIDE SERVICES EXP
Total 19563:					259.04	
19563	SHORT ELLIOTT HENDRICKSO	432970	PROJ 168687 SMALL CELL AP R	09/15/2022	600.00	01-54-10-44 ENGINEERING REVIEW F
Total 19563:					600.00	
SOUTHERN LAKES NEWSPAPERS LLC						
19714	SOUTHERN LAKES NEWSPAPE	422851	ADVERTISING-RIVERFEST	08/11/2022	96.60	12-50-05-05 ADVERTISING/PR
Total 19714:					96.60	
STRAND ASSOCIATES INC						
19850	STRAND ASSOCIATES INC	0187725	PROJECT 1550.007-ON-DEMAN	09/14/2022	4,147.05	03-99-23-18 OUTSIDE SERVICES EXP
Total 19850:					4,147.05	
19850	STRAND ASSOCIATES INC	0187727	PROJECT 1550.008 CORROSIO	09/14/2022	3,627.64	03-99-23-18 OUTSIDE SERVICES EXP
Total 19850:					3,627.64	
SYMBIONT						
19979	SYMBIONT	55424	PROJECT 22PS37812-AERATIO	09/12/2022	4,586.00	02-97-30-12 REPAIR OR REPLACE
Total 19979:					4,586.00	
19979	SYMBIONT	55508	PROJECT 22PS37719-2022 ANN	09/15/2022	1,716.75	02-97-30-00 CAPITAL OUTLAY
Total 19979:					1,716.75	
19979	SYMBIONT	55509	PROJECT 22PS37719-2022 ANN	09/15/2022	1,408.00	03-99-99-99 CAPITAL OUTLAY
Total 19979:					1,408.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
19979	SYMBIONT	55517	PROJECT 22PS37903 GIS SUPP	09/15/2022	3,439.75	16-58-16-20 SOFTWARE MAINTENAN
Total 19979:					3,439.75	
THE EXPEDITERS INC						
554090	THE EXPEDITERS INC	3364	CLN SNTRY SWR TRBLSPT-FIS	09/13/2022	1,237.50	02-85-00-20 OUTSIDE SERVICES EM
Total 554090:					1,237.50	
TRI-COUNTY MAINTENANCE SUPPLY						
20796	TRI-COUNTY MAINTENANCE S	8385	HEALTH - 1CASE TP, 3 CASE M	09/14/2022	341.13	01-53-12-26 MAINTENANCE CONTRA
Total 20796:					341.13	
UNILOCK CHICAGO INC						
554185	UNILOCK CHICAGO INC	SIN2514104	PAVERS`	09/09/2022	1,108.77	16-58-16-46 EXCAVATE/REPAIR/INSTA
Total 554185:					1,108.77	
554185	UNILOCK CHICAGO INC	SIN2514173	E MAIN RETAINING WALL	09/09/2022	1,394.56	05-58-11-73 SIDEWALK
Total 554185:					1,394.56	
554185	UNILOCK CHICAGO INC	SIN2514295	SIDEWALK PISA 2 XL SIERRA	09/09/2022	2,091.84	05-58-11-73 SIDEWALK
Total 554185:					2,091.84	
554185	UNILOCK CHICAGO INC	SIN2514418	PAVERS	09/12/2022	2,973.84	05-58-11-73 SIDEWALK
Total 554185:					2,973.84	
554185	UNILOCK CHICAGO INC	SIN2514693	PAVERS	09/14/2022	2,576.02	16-58-16-46 EXCAVATE/REPAIR/INSTA
Total 554185:					2,576.02	
554185	UNILOCK CHICAGO INC	SIN2514710	E MAIN ST RETAINING WALL	09/14/2022	697.28	05-58-11-73 SIDEWALK
Total 554185:					697.28	
554185	UNILOCK CHICAGO INC	SIN2515258	E MAIN ST RETAINING WALL	09/19/2022	2,851.84	05-58-11-73 SIDEWALK
Total 554185:					2,851.84	
UNITED INDUSTRIAL AUTOMATION						
21496	UNITED INDUSTRIAL AUTOMATI	1709	WAC OUTLET REPAIRS	08/31/2022	1,885.17	01-55-22-20 REPAIRS
Total 21496:					1,885.17	
UNIVERSAL RECYCLING TECHNOLOGIES LLC						
21538	UNIVERSAL RECYCLING TECH	ARINV191426	ELECTRONIC/APPLIANCE REC	09/21/2022	803.02	17-58-17-41 OUTSIDE RECYCLING S
Total 21538:					803.02	
VERONA SAFETY SUPPLY INC						
552483	VERONA SAFETY SUPPLY INC	67144	STRING GLOVES FOR SAFETY	09/19/2022	26.69	17-58-17-59 SAFETY EQUIPMENT

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 552483:					26.69	
VET PEST CONTROL LLC						
554266	VET PEST CONTROL LLC	0113	MONTHLY PEST CONTROL-STR	09/23/2022	90.00	01-54-12-18 SUPPLIES & EXPENSE
Total 554266:					90.00	
VISU-SEWER INC						
22540	VISU-SEWER INC	34063	THIRD ST PROTRUDING TAP C	08/31/2022	7,875.00	16-58-16-43 MS4 MAINTENANCE
Total 22540:					7,875.00	
WACHTEL TREE SCIENCE						
23042	WACHTEL TREE SCIENCE	107356	EM ASH BORER INJECTIONS-F	09/16/2022	460.00	01-56-11-19 UF GRANT EXP: TREES/
Total 23042:					460.00	
WEPCO PRINTING INC						
23585	WEPCO PRINTING INC	39176	CHRISTMAS PARADE PRINTING	09/15/2022	142.04	22-55-12-19 CHRISTMAS PARADE
Total 23585:					142.04	
23585	WEPCO PRINTING INC	39222	PD - STATIONARY	09/26/2022	137.54	01-52-11-18 OFFICE SUPPLIES & MIS
Total 23585:					137.54	
WESTERN CULVERT & SUPPLY INC						
23587	WESTERN CULVERT & SUPPLY	066952	CULVERT FOR STORM WATER	09/20/2022	1,688.32	16-58-16-46 EXCAVATE/REPAIR/INSTA
Total 23587:					1,688.32	
WI DEPT OF JUSTICE - TIME						
23730	WI DEPT OF JUSTICE - TIME	455TIME-0000	BADGERNET LINE-POLICE	04/10/2022	2,524.50	01-52-13-18 SUPPLIES
Total 23730:					2,524.50	
WISCONSIN DISTRIBUTORS SUN PRAIRIE LLC						
23648	WISCONSIN DISTRIBUTORS SU	5887705	RIVERFEST BEVERAGES	08/18/2022	9,875.37	12-50-05-75 BEVERAGE EXPENSES
Total 23648:					9,875.37	
23648	WISCONSIN DISTRIBUTORS SU	5904643	RIVERFEST BEVERAGES	08/31/2022	570.00-	12-50-05-75 BEVERAGE EXPENSES
Total 23648:					570.00-	
WOLFF PACK APPAREL & PROMOTIONS						
23904	WOLFF PACK APPAREL & PRO	2367	NEW EMPLOYEE SHIRTS-PD	09/19/2022	26.50	01-52-11-17 OUTSIDE SERVICES
Total 23904:					26.50	
XYLEM WATER SOLUTIONS USA INC						
24125	XYLEM WATER SOLUTIONS US	3556C40199	LIFT STN PARTS-IMPELLER & F	09/08/2022	5,623.45	02-83-10-40 GENERAL PLANT STRUC
Total 24125:					5,623.45	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
ZBM INC						
26005	ZBM INC	28316	MUNI BLDG - CLEANING	09/10/2022	2,300.00	01-51-71-26 MAINTENANCE CONTRA
Total 26005:					2,300.00	
Grand Totals:					247,224.35	

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Payment due date = 10/04/2022

PAYROLL SUMMARIES

For the Period of: 8/24/2022 9/6/2022

Section 11, Item A.

Department	Employees FT PT	Regular Hours	Overtime Hours	Overtime Costs this Pay Period	Y-T-D Overtime Costs	Overtime Budget	Total Payroll
Police	46 -	3,580.50	196.25	9,391.98	90,540.30	84,000.00	123,995.94
Police Dispatch	9 1	760.00	21.00	796.76	39,657.55	37,000.00	20,281.08
Fire	26 1	2,876.00	263.75	8,935.32	145,142.22	92,000.00	79,448.47
Municipal Court	1 1	100.00	-	-	-	-	2,948.88
Mayor	1 -	80.00	-	-	-	-	2,692.28
Bldg. Inspection	3 3	279.00	-	-	222.01	1,000.00	7,473.33
Attorney	2 1	219.00	-	-	-	-	6,167.66
Finance	5 -	400.00	-	-	2,010.52	1,500.00	10,144.28
Watertown TV	2 2	190.00	-	-	-	-	4,479.00
Administration	3 1	280.00	-	-	-	-	8,217.85
Engineering	4 5	518.00	-	-	-	-	8,837.90
Health	9 4	805.00	-	-	183.30	12,000.00	24,176.53
Library	8 17	1,050.50	-	-	550.25	-	21,606.33
Municipal Building	1 -	80.00	-	-	1,287.91	1,000.00	1,598.40
Senior Center	3 1	282.00	-	-	265.22	400.00	5,939.21
Solid Waste	8 -	586.50	3.00	105.62	2,507.60	2,700.00	14,822.78
Street	23 -	1,840.00	22.50	828.87	19,523.16	45,900.00	52,568.98
Park	8 3	784.00	7.50	282.38	7,554.45	18,000.00	17,520.02
Forestry	2 -	160.00	-	-	-	-	4,236.00
Park/Rec Admin	2 -	160.00	-	-	-	-	5,456.80
Recreation and Pools	- 18	156.00	-	-	2,849.94	500.00	2,290.86
Wastewater	11 1	918.50	15.25	559.66	6,580.68	18,000.00	25,790.20
Water Dept.	11 -	880.00	8.25	280.65	10,463.09	36,697.00	27,638.08
Crossing Guards	- 8	35.00	-	-	-	-	393.75
Police Auxiliary	- 5	15.25	-	-	-	-	240.34
Alderspersons (2nd PR)	- -	-	-	-	-	-	-
TOTALS	188 FT 72 PT	17,035.25	537.50	21,181.24	330,103.19	350,697.00	478,964.95

CREDIT CARD PURCHASES OVER \$10,000

Date	Amount	Expense Account	Vendor	Description
8/4/2022	\$704.95	03-66-73-18	CORE & MAIN LP	RPLMNT PARTS FOR TAPPING MACHINE - WTR
8/4/2022	\$107.17	03-01-15-40	CORE & MAIN LP	INVENTORY-CLAYXCI/PVC CPLG(6) - WTR
8/4/2022	\$3,068.92	03-01-15-40	CORE & MAIN LP	INVENTORY-HYMAX CPLG(2) -WTR
8/4/2022	\$3,057.85	03-01-15-40	CORE & MAIN LP	INVENTORY-HYMAX CPLG(2) -WTR
8/4/2022	\$1,447.28	03-01-15-40	CORE & MAIN LP	INVENTORY-CORP(17) - WTR
8/4/2022	\$3,088.80	03-01-15-40	CORE & MAIN LP	INVENTORY-COPPER TUBE 100'(300), SWR PIPE 10'(60) - WTR
8/4/2022	\$2,325.00	03-66-73-19	CORE & MAIN LP	PARTS FOR WELSH RD WTRMN RPR - WTR
8/4/2022	\$286.62	03-99-99-99	CORE & MAIN LP	PARTS FOR CORROSION CNTRL STUDY - WTR
8/12/2022	\$6,827.40	03-66-73-18	JERRY HEPP EXCAVATING INC	EXCAVATING TICKETS - WTR
8/12/2022	\$956.85	03-66-75-18	JERRY HEPP EXCAVATING INC	EXCAVATING TICKETS - WTR
8/12/2022	\$2,625.55	03-99-99-99	JERRY HEPP EXCAVATING INC	EXCAVATING TICKETS - WTR
8/23/2022	\$6,016.10	03-66-73-18	JERRY HEPP EXCAVATING INC	EXCAVATING TICKETS - WTR
8/23/2022	\$8,798.50	03-99-99-99	JERRY HEPP EXCAVATING INC	EXCAVATING TICKETS - WTR
8/3/2022	\$24,842.77	17-58-17-42	WASTE MANAGEMENT	JUNE LANDFILLING
8/16/2022	\$22,448.10	17-58-17-42	WASTE MANAGEMENT	JULY LANDFILLING

**ORDINANCE TO
AMEND SECTION 500-9 A. PARKING PROHIBITED IN SPECIFIED PLACES
CITY OF WATERTOWN GENERAL ORDINANCES**

Section 12, Item A.

**SPONSOR: ALDERPERSON FRED SMITH
FROM: PUBLIC SAFETY AND WELFARE COMMITTEE**

WHEREAS, Dayton Street between West Main Street and Clement Street has been reconstructed as part of the 2022 Annual Street and Utility project; and,

WHEREAS, there is inadequate street width on Dayton Street to safely allow on-street parking between West Main Street and Clement Street; and,

WHEREAS, on September 7, 2022, the Public Safety & Welfare Committee agreed that on-street parking should be prohibited on Dayton Street between West Main Street and Clement Street.

THE COMMON COUNCIL OF THE CITY OF WATERTOWN DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 500-9. Parking prohibited in specified places, is hereby amended to add the following;

Name of Street	Side	Location
Dayton Street	West	From Clement Street to W. Main Street
Dayton Street	East	From Clement Street to W. Main Street

SECTION 2. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 3. This ordinance shall take effect and be in force the day after its passage and publication.

DATE:	September 20, 2022		October 4, 2022	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
RUETTEN				
BARTZ				
LIGHT				
SMITH				
SCHMID				
WETZEL				
ROMLEIN				
MAYOR MCFARLAND				
TOTAL				

ADOPTED October 4, 2022

CITY CLERK

APPROVED October 4, 2022

MAYOR

**ORDINANCE TO
REPEAL A PORTION OF SECTION 500-8(A), HEAVY TRAFFIC ROUTES
OF THE CITY OF WATERTOWN GENERAL ORDINANCES**

**SPONSOR: CHAIRPERSON FRED SMITH
FROM: PUBLIC SAFETY & WELFARE COMMITTEE**

WHEREAS, South Water Street between West Main Street and Emmet Street is being reconstructed as part of the Town Square construction project; and,

WHEREAS, South Water Street between West Main Street and West Milwaukee Street is currently designated as a heavy traffic route in the City of Watertown; and,

WHEREAS, on September 7, 2022, the Public Safety & Welfare Committee agreed that it is in the City’s best interest to remove South Water Street as a designated heavy traffic route between West Main Street and West Milwaukee Street.

THE COMMON COUNCIL OF THE CITY OF WATERTOWN DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 500-8(A), Heavy Traffic Routes is hereby amended to read as follows:

- A. Routes established. The following streets in the City of Watertown are hereby designated as heavy traffic routes under the provision of § 349.17, Wis. Stats.:

Name of Street	Location
Air Park Drive [Added by Ord. No. 01-17]	From State Trunk Highway 26 to South Twelfth Street
Bernard Street	From West Street to South Church Street
Boomer Street and its south extension	From South Church Street to the south City limits
Clark Street [Amended by Ord. No. 11-18]	From South Twelfth Street to South Concord Avenue
Commerce Drive	From Milford Street to American Way
Dakota Street	From River Drive to Hart Street
Dayton Street	From West Main Street to West Street
Dodge Street [Added 7-6-2021 by Ord. No. 21-29]	From South First Street to South Third Street
East Cady Street	From the Rock River to North Fourth Street
East Madison Street	From North Fourth Street to North Third Street
East Main Street (STH 19)	From downtown Rock River Bridge to Summit Avenue

East Milwaukee Street	From the Rock River to South First Street
Gateway Drive [Added by Ord. No. 01-17]	From State Trunk Highway 26 to Air Park Drive
Hart Street	From Dakota Street to South Twelfth Street
Humboldt Street	From Clark Street to Richards Avenue
Lafayette Street	From South Church Street to South Montgomery Street
Market Street	From South First Street to South Fourth Street
Milford Street	From West Milwaukee Street southwest to the City limits
North Church Street (STH 26)	From the north City limits to West Main Street
North Fourth Street	From East Main Street to the north City limits
North Second Street	From East Main Street to Cole Street
North Third Street	From East Main Street to East Madison Street
North Water Street	From West Main Street to West Cady Street
Perry Way	From Commerce Drive to the west City limits
Richards Avenue	From Humboldt Street to South Concord Avenue
River Drive	From South Third Street to Stimpson Street
River Drive [Added by Ord. No. 03-28]	From Stimpson Street to Boomer Street. [Temporary heavy traffic route during the STH 26 (South Church Street) reconstruction project in 2003.]
South Church Street (STH 26)	From West Main Street to the south City limits
South Concord Avenue	From East Main Street to the east City limits
South First Street	From East Main Street to Western Avenue
South Fourth Street	From East Main Street to Western Avenue
South Montgomery Street	From Lafayette Street to West Milwaukee Street
South Tenth Street	From Western Avenue to Hart Street
South Third Street	From East Main Street to Hart Street
South Twelfth Street	From Western Avenue to the south City limits
South Water Street	From West Main Street to West Milwaukee Street
Stimpson Street	From River Drive to South Church Street
Summit Avenue	From East Main Street to the east City limits
United States Highway 16 Bypass	From the east City limits to the north City limits
West Cady Street	From North Church Street to the Rock River
Western Avenue	From South First Street to South Fourth Street

Western Avenue	From South Tenth Street to Concord Avenue
Western Avenue [Added by Ord. No. 03-6]	From South Fourth Street to South Tenth Street. [Temporary heavy traffic route during the STH 26 (South Church Street) reconstruction project in 2003.]
West Milwaukee Street	From South Montgomery Street to the Rock River
West Main Street (STH 19)	From the west City limits to the downtown bridge over the Rock River
West Street	From Milford Street to the west City limits

SECTION 2. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 3. This ordinance shall take effect and be in force the day after its passage and publication.

DATE:	September 20, 2022		October 4, 2022	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
RUETTEN				
BARTZ				
LICHT				
SMITH				
SCHMID				
WETZEL				
ROMLEIN				
MAYOR MCFARLAND				
TOTAL				

ADOPTED October 4, 2022

CITY CLERK

APPROVED October 4, 2022

MAYOR

**RESOLUTION TO
APPROVE BUDGET AMENDMENT TO COVER SEH
TELECOMMUNICATION REVIEW FEES OF \$10,000
FOR TDS FIBER PROJECT**

**SPONSOR: MAYOR MCFARLAND, CHAIR
FROM: FINANCE COMMITTEE**

WHEREAS, City policy allows for outside assistance for the utility plan review and the plan review fees to be charged back to the utility; and,

WHEREAS, the utility pays said fees upfront and fees are placed in Permits Occupy Street/Sidewalk Permits revenue account #01-43-51-49; and,

WHEREAS, the account used to pay the outside firm hired to perform the utility plan review, Short Elliot Hendrickson Inc. (SEH), is Engineering Review Fees expense account #01-54-10-44; and,

WHEREAS, a budget amendment is needed to balance the expenditure; and,

WHEREAS, Engineering staff has presented this need to the Finance Committee and they approve the budget amendment.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:

That the proper City Officials be and are hereby authorized to approve the budget amendment to allow sufficient funds to be made available to pay Short Elliot Hendrickson Inc. (SEH), for their utility plan review. That the budget amount of Permits Occupy Street/Sidewalk Permits (revenue account #01-43-51-49) be increased in the amount of \$10,000 and that the budget amount of Engineering Review Fees (expense account #01-54-10-44) be increased in the amount of \$10,000 for the 2022 budget year.

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED October 4, 2022

CITY CLERK

APPROVED October 4, 2022

MAYOR

**RESOLUTION TO
AUTHORIZE A JOINT POWERS AGREEMENT COUNTY 911 EMERGENCY
SYSTEM WITH DODGE COUNTY**

SPONSOR: MAYOR MCFARLAND

WHEREAS, the attached Joint Powers Agreement County 911 Emergency System with Dodge County has been deemed appropriate;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Watertown, Wisconsin:

Section 1. That the proper City of Watertown official(s) are hereby authorized to execute the attached Agreement;

Section 2. That this Resolution shall be in full force and effect upon its passage and adoption.

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED October 4, 2022

CITY CLERK

APPROVED October 4, 2022

MAYOR

**JOINT POWERS AGREEMENT
COUNTY 911 EMERGENCY SYSTEM**

WHEREAS, Dodge County and the municipalities located within the boundaries of Dodge County have implemented an Emergency 911 System for the purposes of providing emergency services to residents and visitors of these municipalities, including fire fighting, law enforcement, ambulance, medical and other emergency services; and

WHEREAS, Sec. 256.35(9), Wis. Stats., "Joint Powers Agreement," requires that in implementing a 911 system as has been done in Dodge County, municipalities shall annually enter into a Joint Powers Agreement, which Agreement shall be applicable on a daily basis and which shall provide that if an emergency services vehicle is dispatched in response to a request through the Dodge County 911 System, such vehicle shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional boundaries.

THEREFORE, in consideration of the mutual promises, agreements, and conditions contained herein, it is hereby jointly agreed between Dodge County and the City of Watertown, "municipality," as follows:

1. That effective January 1, 2023, this Agreement shall, thereafter, be applicable on a daily basis from said date through December 31, 2023.
2. That if an emergency services vehicle operated by the municipality, or operated by an agency with which the municipality contracts for that particular emergency service, is dispatched in response to a request through the Dodge County Emergency 911 System, such vehicle (whether owned and operated by the municipality or by the agency) shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional (or as defined by contract) boundaries.
3. That a copy of this Agreement shall be filed with the State Department of Justice, as required by Sec. 256.35(9)(c), Wis. Stats.

DODGE COUNTY
(dispatching agency)

By: _____
(County Clerk)

City of Watertown
(participating agency)

By: _____
(Chairman/Mayor/President/Clerk)

**RESOLUTION TO
ENTER INTO SERVICE & SUPPORT AGREEMENT WITH
JOHNSON CONTROLS INC.**

**SPONSOR: ALDERPERSON WETZEL
FROM: PUBLIC WORKS COMMISSION**

WHEREAS, the City of Watertown Water and Wastewater Departments operate a Heating, Ventilation, and Air Conditioning (HVAC) system that is controlled with a virtual machine (computer software linked in the cloud) as part of the process to control for the indoor environment in all the buildings on at the 800 Hoffmann Drive complex (10 buildings) for the City of Watertown; and

WHEREAS, the service contract with Johnson Controls was first incorporated in 2011, and recently upgraded in 2021 and Johnson Controls has done a great job providing service and support since inception in 2011; and

WHEREAS, Johnson Controls has provided an extended the service contract for the next three (3) years commencing in November 2022 and expiring October 31, 2025; and

WHEREAS, sufficient funds are in the 2022 budget and will be included for 2023, 2024, and 2025 for this service and support contract work in account #02-85-00-20; and

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN: that the proper City Officials be and are hereby authorized to enter into an agreement with Johnson Controls Inc. of Monona, Wisconsin for \$15,700 in year 1, \$16,175 in year 2, and \$ 16,665 in year 3 which totals \$48,550 to be paid in monthly installments over the duration of the agreement.

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED October 4, 2022

CITY CLERK

APPROVED October 4, 2022

MAYOR