



PLAN COMMISSION MEETING AGENDA

MONDAY, OCTOBER 27, 2025 AT 4:30 PM

COUNCIL CHAMBERS, SECOND FLOOR, MUNICIPAL BUILDING, 106 JONES STREET,
WATERTOWN, WI 53094

Virtual Meeting

Info: <https://us06web.zoom.us/j/2371460557?pwd=BEMd9xKvRtdlbBE9BaUKWV9kCbr96e.1&omn=85743632320> or call 1-646-931-3860 and use Meeting ID: 237 146 0557 Passcode: 53098

All public participants' phones will be muted during the meeting except during the public comment period.

1. CALL TO ORDER

2. APPROVAL OF MINUTES

A. Review and take action: Plan Commission minutes dated October 13, 2025

3. BUSINESS

A. Public Hearing: 516 N. Washington Street– request for a Conditional Use Permit (CUP) for exceeding the maximum height of 15 feet for an accessory structure under Section §550-83C, for a combination of accessory structures exceeding a total of 1,000 square feet under Section §550-56C(1)(b)[1], and exceeding the maximum accessory building coverage of the zoning district under Section §550-25F(1)(a)[5]

B. Review and take action: 516 N. Washington Street– request for a Conditional Use Permit (CUP) for exceeding the maximum height of 15 feet for an accessory structure under Section §550-83C, for a combination of accessory structures exceeding a total of 1,000 square feet under Section §550-56C(1)(b)[1], and exceeding the maximum accessory building coverage of the zoning district under Section §550-25F(1)(a)[5]

4. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at cityclerk@watertownwi.gov phone 920-262-4000

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only

PLAN COMMISSION

MINUTES

October 13, 2025

Section 2, Item A.

The Plan Commission met at 4:30 p.m. on the above date in the Council Chambers.

The following members were present: Mayor Stocks, Alderman Blanke, Beyer, Krueger, Levi, Zirbes

Also in attendance: Jim Ortega, Bill Edington, Kyle Witte, Stephanie Witte, Cyle Jedrzejewski, Laura Jedrzejewski, Patrick Nahm (virtual), and Ingrid Nahm (virtual)

1. Call to order (4:31pm)

2. Approval of Minutes

A. Plan Commission minutes September 22, 2025 and September 29, 2025

Motion to approve both Plan Commission minutes as noted above was made by Krueger and seconded by Levi, passed on unanimous voice vote.

3. Business

A. Public Hearing: 311 E. Main Street - Warming Shelter - Withdrawn by applicant

B. Public Hearing: 1730 S. Church Street– request for a Conditional Use Permit (CUP) for Commercial Indoor Lodging under Section § 550-33B(2)(j) and Indoor Commercial Entertainment under Section § 550- 33B(2)(g)
No Public Comment.

C. Review and take action: 1730 S. Church Street– request for a Conditional Use Permit (CUP) for Commercial Indoor Lodging under Section § 550-33B(2)(j) and Indoor Commercial Entertainment under Section § 550- 33B(2)(g)

Brian Zirbes presented the request for a CUPs for 1730 S. Church Street. The Indoor Lodging CUP is to bring the hotel into compliance with city ordinance. The hotel existed prior to the requirement for a CUP. The Commercial Entertainment CUP is to allow for the hotel to use the lobby as an area to sell and consume alcohol. Levi asked for clarification on the area designated in the hotel for sale and consumption of alcohol. Blanke asked for clarification that the hotel would still be subject to all licensing and health department regulations for an establishment selling alcohol.

Motion to approve with the CUP with no conditions was made by Krueger, seconded by Blanke and passed on a unanimous voice vote.

D. Public Hearing: 320 Summit Avenue – request for Conditional Use Permit (CUP) for a proposed Vehicle Repair & Maintenance, Section §550-33B(2)(n)

No Public Comment.

E. Review and take action: 320 Summit Avenue – request for Conditional Use Permit (CUP) for a proposed Vehicle Repair & Maintenance, Section §550-33B(2)(n)

Brian Zirbes presented the request for a CUP for 320 Summit Avenue for a proposed vehicle repair and maintenance shop. Blanke pointed out that this location has been used as an auto repair shop in the past and it was only the last five years that it had been used for a different type of business, he also asked for clarification on what an abandoned vehicle is according to city ordinance. Staff recommended approval with the following conditions:

1. Storage of abandoned vehicles is prohibited.

2. Applicant shall maintain the vegetated area on the south end of the parcel.
Motion to approve with the conditions as noted was made by Blanke, seconded by Krueger and passed on a unanimous voice vote.

F. Review and take action: 120 Kuckkan Lane site plan review for a solar array

Brian Zirbes presented the request for 120 Kuckkan Lane to construct a solar array. Levi asked for clarification on the location of the solar array on the property.

Motion to approve with no conditions was made by Krueger, seconded by Levi and passed on a unanimous voice vote.

All materials discussed at this meeting can be found at:

https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/5330/COW/6081142/October_13_2025_Plan_Commission_Meeting_Packet.pdf

4. Adjournment

Motion to adjourn was made by Blanke and seconded by Krueger and passed on a unanimous voice vote. (4:46pm)

Respectfully Submitted,

Alderman Brad Blanke

NOTICE OF PUBLIC HEARING

Section 3, Item A.

In accordance with Wis. Stat. § 62.23(7)(de) and Section § 550-142E(1) of the City of Watertown Municipal Code, a notice is hereby given by the Plan Commission of the City of Watertown, Wisconsin, that a public hearing will be held on the 27th day of October, 2025 at 4:30 P.M., or shortly thereafter, in the Council Chambers of the Municipal Building, 106 Jones Street, Watertown, Wisconsin. This public hearing will be to consider the request of Troy & Stacey Roedl (applicants and owners) for a Conditional Use Permit for exceeding the maximum height of 15 feet for an accessory structure under Section §550-83C, and for a combination of accessory structures exceeding a total of 1,000 square feet under Section §550-56C(1)(b)[1].

516 N. Washington Street is zoned TR-6, Two-Family Residential, and is further described as follows:

Lot Seven (7) and the following described part of Lot Eight (8); Commencing at the Northeast corner of said Lot 8; thence West on the North line of said Lot to a point 135 feet East of the Northwest corner of said Lot; thence South and parallel with the West line of said Lot, 49 feet 10 1/2 inches; thence East and parallel with the North line of said Lot 8 to the East line thereof; thence North on said East line, 49 feet 10 1/2 inches to the place of beginning; all being in Block Six (6) of Dennis' Emmet Addition to the City of Watertown, in the Fifth Ward of said City, Dodge County, Wisconsin. (Parcel Number 291-0915-3334-062).

All persons wishing to be heard are invited to be present. Written comments may be submitted to the Building, Safety, & Zoning Department at nzimmerman@watertownwi.gov.

CITY OF WATERTOWN
Brian Zirbes
Zoning Administrator

BZ/nmz

PUBLISH: October 13, 2025
 and
 October 20, 2025
(BLOCK AD)

BUILDING SAFETY & ZONING DIVISION
PLAN COMMISSION STAFF REPORT

TO: Plan Commission
DATE: October 27th, 2025
SUBJECT: 516 N Washington Street, Conditional Use Permits - CUPs

A request by Troy Roedl for three Conditional Use Permits: a combination of accessory structures exceeding a total of 1,000 square feet of gross floor area; exceeding the maximum accessory building coverage of the zoning district; and exceeding the maximum height of an accessory structure. Parcel PIN(s): 291-0915-3334-062

SITE DETAILS:

Acres: 0.39 acres
Current Zoning: Two-Family Residential (TR-6)
Existing Land Use: Single-Family Home
Future Land Use Designation: Single-Family Residential

BACKGROUND AND APPLICATION DESCRIPTION:

The applicant is seeking approval of three Conditional Use Permits (CUPs) to allow for construction of a garage.

The first CUP request is to exceed the 1,000 sq ft maximum for accessory structures on the property. The applicant plans to construct an 1,890 SF garage (45' x 42'). The proposed garage will be the only accessory structure on the property.

The second CUP request is to exceed the maximum accessory building coverage of the zoning district. Accessory structures in the Two-Family Residential zoning district can cover up to 10% of the lot area. For this parcel, 10% of the lot area is 1,689 SF. The proposed accessory structure (garage) will have a total square footage of 1,890 SF.

The third CUP request is to exceed the maximum height requirements for accessory structures. Within the Two-Family Residential (TR-6) Zoning District, the maximum allowed height of an accessory structure is 15 feet. The maximum height of the proposed garage would be 27ft high at the roof peak. A CUP granted for a height exception is required to specifically state the maximum permitted height of the proposed building or structure. In addition, a proposed cupola would add an additional 8 ft. to the height of the structure. Cupolas and similar structures are exempt from maximum height regulations up to an additional 10 ft per §550-83B. As such, the proposed cupola does not count towards the maximum building height.

STAFF EVALUATION:

Land Use and Zoning:

1. Within the Two-Family Residential (TR-6) Zoning District, a 'Residential Accessory Structure' is an accessory land use permitted by right [per § 550-25C(1)(b)].
2. Within the Two-Family Residential (TR-6) Zoning District, the maximum accessory building coverage is 10% of the lot area [per § 550-25F(1)(a)[5]].
3. Within Accessory Land Uses, applicable regulations are detailed for a 'Residential Accessory Structure' [per § 550-56C].

BUILDING SAFETY & ZONING DIVISION

PLAN COMMISSION STAFF REPORT

Applicable regulations for a 'Residential Accessory Structure' land use include the following:

- A **conditional use permit** is required for:
 - Any combination of 'Residential Accessory Structures' that exceeds 1,000 square feet of gross floor area *[per § 550-56C(1)(b)[1]*.
 - Any combination of 'Residential Accessory Structures' that exceeds the maximum accessory building coverage of the zoning district *[per § 550-56C(1)(b)[2]*.
- 4. Within the Two-Family Residential (TR-6) Zoning District, the maximum allowed height of an accessory structure 15 feet. *[per § 550-24F(2)(i)]*.
- 5. Exceptions to Maximum Height Regulations are allowed under Section § 550-83 B & C:
 - B. The following are permitted to exceed the maximum height regulations by **10 feet** within any district where permitted: church spires, belfries, **cupolas**, and domes which do not contain usable space, public monuments, water towers, fire and hose towers, flagpoles, chimneys, smokestacks, cooling towers, and elevator penthouses. Such uses may exceed said maximum by more than 10 feet with the approval of a conditional use permit.
 - C. Any building or structure not otherwise accounted for by Subsection B above may exceed said maximum height regulations with the granting of a **conditional use permit** which specifically states the maximum permitted height of the proposed building or structure.
- 6. Building height for structures are defined under Section § 550-15:

Building Height:

The vertical distance from the lowest elevation of the adjoining ground level or the established grade, whichever is lower, to the top of the cornice of a flat roof, to the deckline of a mansard roof, to a point of the roof directly above the highest wall of a shed roof, to the uppermost point on a round or other arch-type roof, or to the midpoint distance of the highest gable on a pitched or hip roof. Unless excepted by specific provisions in this chapter, building height includes the height of any structures attached to a building.

WISCONSIN STATUTES:

All Conditional Use Permits are subject to the requirements of Wisconsin Act 67.

Under 2017 Wisconsin Act 67: Section 16. 62.23 (7) (de) Conditional Use Permits.

1. 62.23 (7) (de)(1) In this paragraph:
 - a. "Conditional use" means a use allowed under a conditional use permit, special exception, or other special zoning permission issued by a city, but does not include a variance.
 - b. "Substantial evidence" means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.
2. 62.23 (7) (de)(2)
 - a. If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in the city ordinance or those imposed by the city zoning board, the city shall grant the conditional use permit. Any condition imposed must be related to the purpose of the ordinance and be based on substantial evidence.
 - b. The requirements and conditions described under subd. 2. a. must be reasonable and, to the extent practicable, measurable and may include conditions such as the permit's duration, transfer, or renewal. The applicant must demonstrate that the application and all requirements and conditions established by the city relating to the conditional use are or shall be satisfied, both of which must be supported by substantial evidence. The city's decision to approve or deny the permit must be supported by substantial evidence.
3. 62.23 (7) (de)(3)

Upon receipt of a conditional use permit application and following publication in the city of a class 2 notice under ch. 985, the city shall hold a public hearing on the application.
4. 62.23 (7) (de)(4)

Once granted, a conditional use permit shall remain in effect as long as the conditions upon which the permit was issued are followed, but the city may impose conditions such as the permit's duration, transfer, or renewal, in addition to any other conditions specified in the zoning ordinance or by the city zoning board.
5. 62.23 (7) (de)(5)

If a city denies a person's conditional use permit application, the person may appeal the decision to the circuit court under the procedures contained in par. (e) 10.

BUILDING SAFETY & ZONING DIVISION

PLAN COMMISSION STAFF REPORT

PLAN COMMISSION DECISION:

Residential Accessory Structure CUP Criteria	Applicant Provided Substantial Evidence		Opponent Provided Substantial Evidence		PC Finds Standards Met	
A conditional use permit is required for any combination of 'Residential Accessory Structures' that exceeds 1,000 square feet of gross floor area.	<u>Yes</u>	No	Yes	<u>No</u>	<u>Yes</u>	No
A conditional use permit is required for any combination of 'Residential Accessory Structures' that exceeds the maximum accessory building coverage of the zoning district.	<u>Yes</u>	No	Yes	<u>No</u>	<u>Yes</u>	No
A conditional use permit is required to exceed the maximum building height regulations.	<u>Yes</u>	No	Yes	<u>No</u>	<u>Yes</u>	No

If Plan Commission answers "no" to any of the questions, above, the CUP must be denied. Otherwise, proceed to the conditions of approval.

PLAN COMMISSION OPTIONS:

The following are possible options for the Plan Commission:

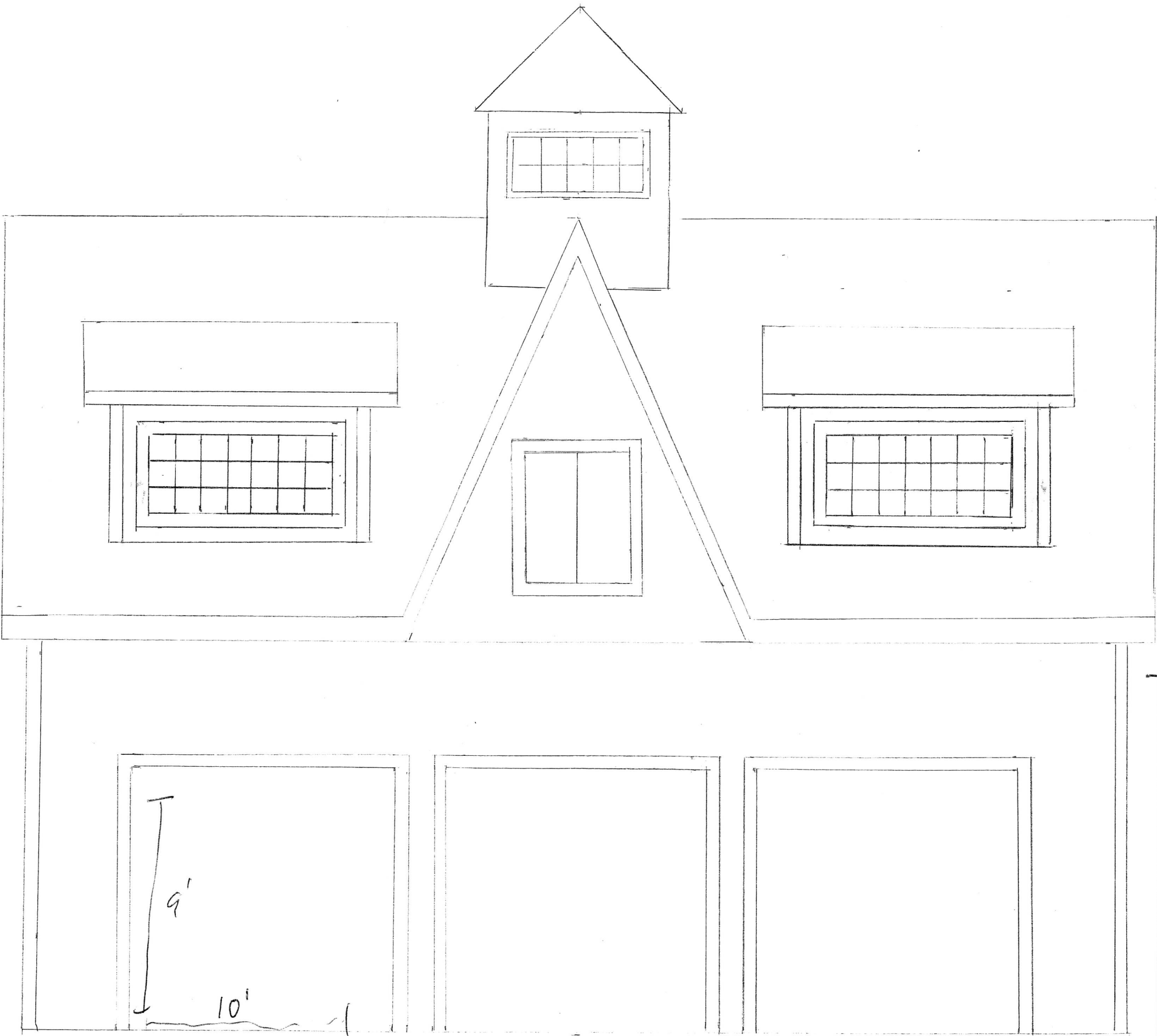
1. Deny any or all of the three Conditional Use Permit, based on failure to provide substantial evidence to meet one or more of the regulatory standards.
2. Approve any or all of the Conditional Use Permits without conditions, based on successfully providing substantial evidence of regulatory compliance.
3. Approve any or all of the Conditional Use Permits with conditions as identified by the Plan Commission:
 - a. The CUP granted under § 550-83C shall state: The maximum height of the accessory structure (storage shed) shall be no more than 28ft.

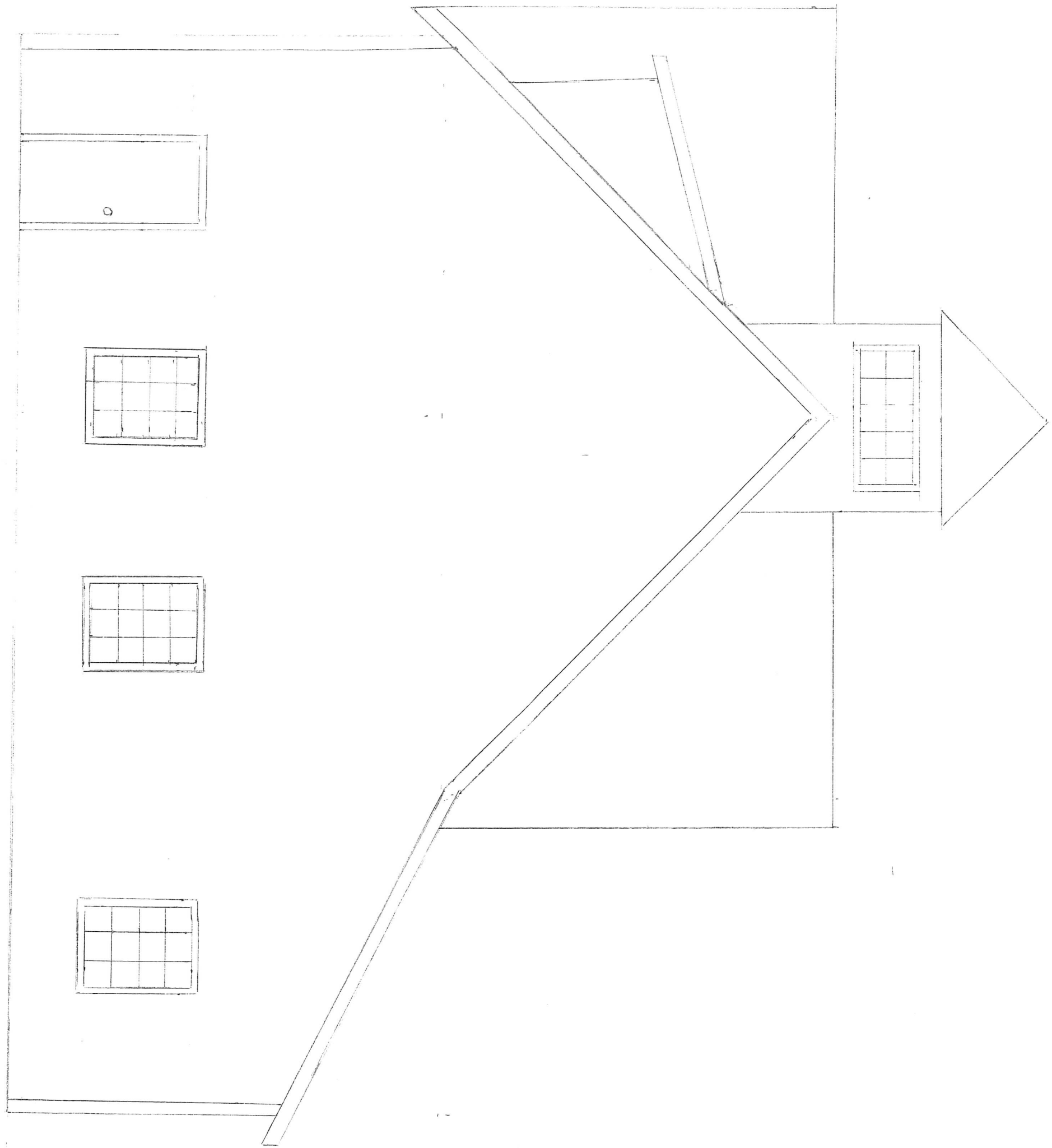
STAFF RECOMENDATION:

- Staff recommends approval of these three Conditional Use Permits with conditions.

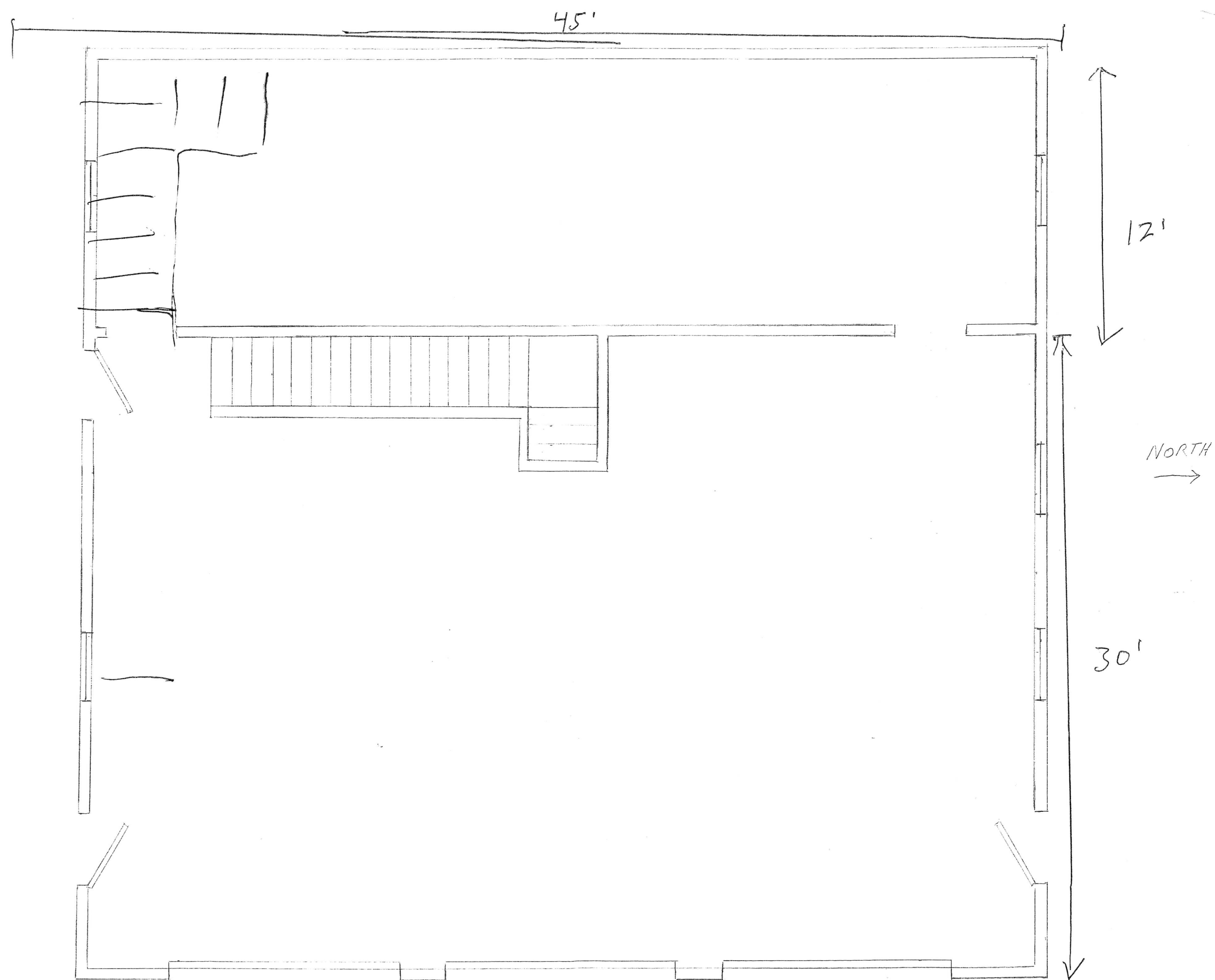
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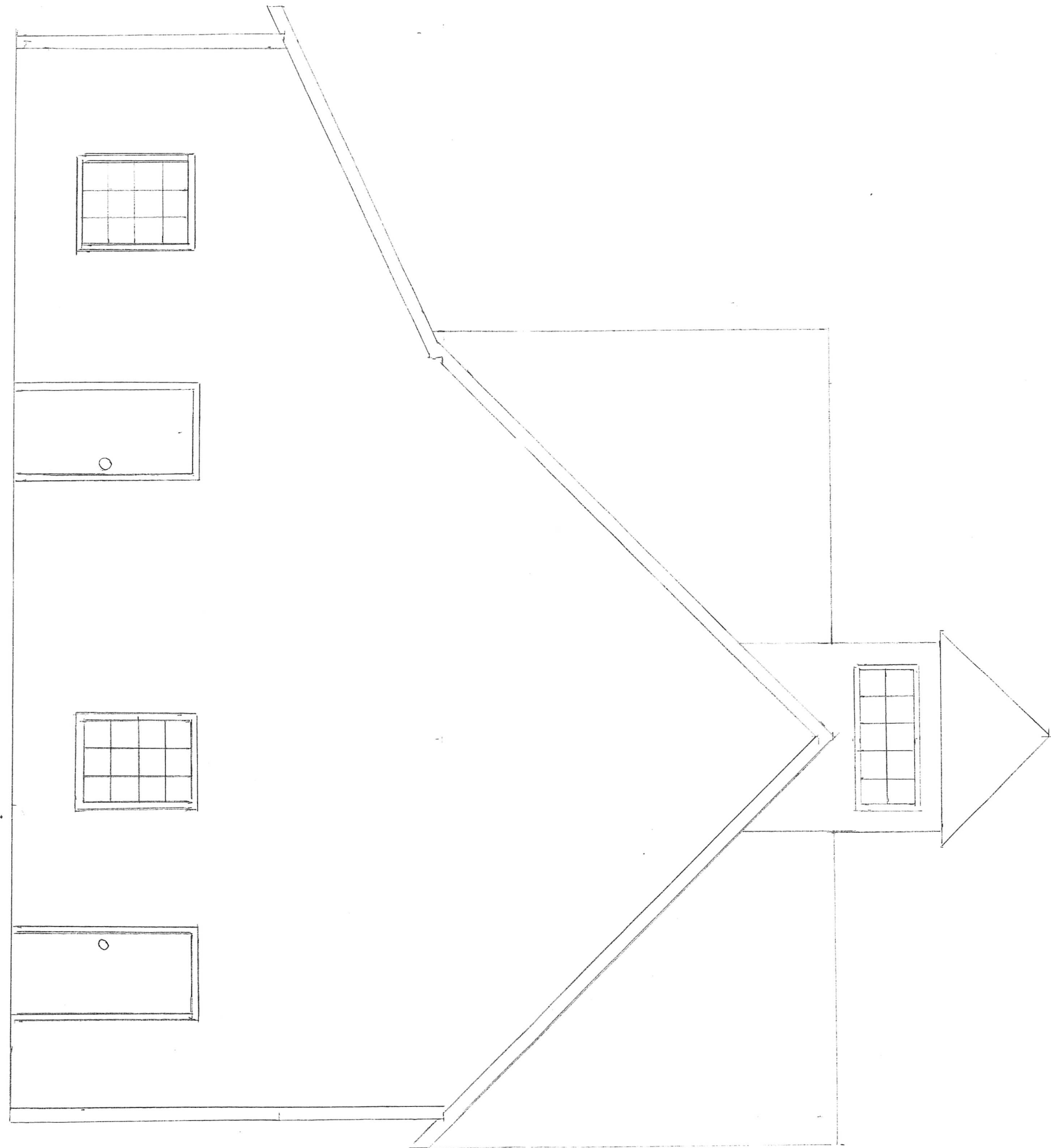
- Application materials.





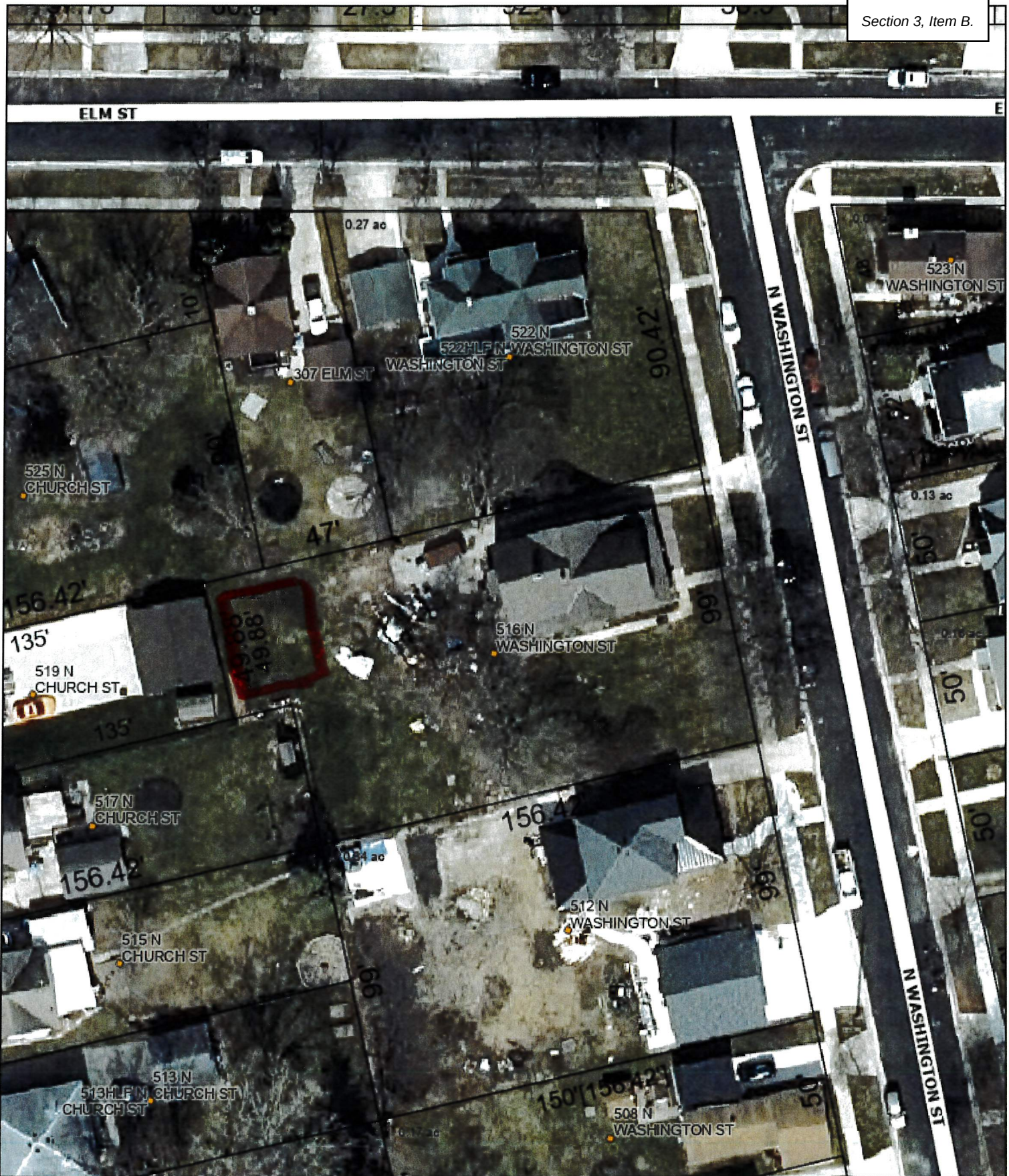
NORTH
WALL
SIDE

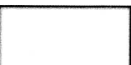
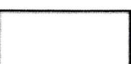




SOUTH
WALL
SIDE

note



	City Boundary		Addresses
	Parcels Boundaries		Address Labels
	Common Areas		Parcel Acreage



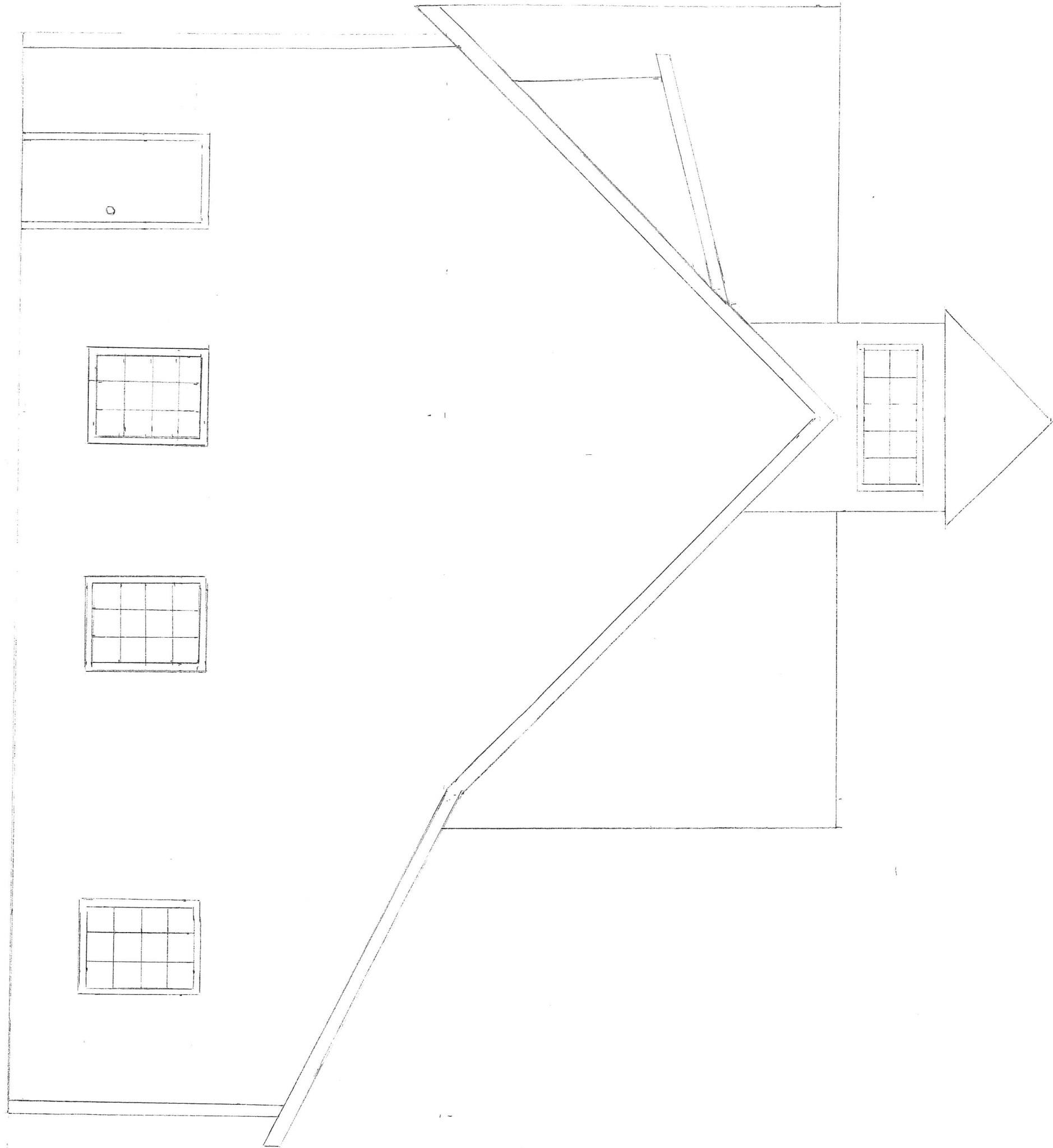
THE CITY OF
WATERTOWN
Opportunity runs through it.

City of Watertown Geographic Information System

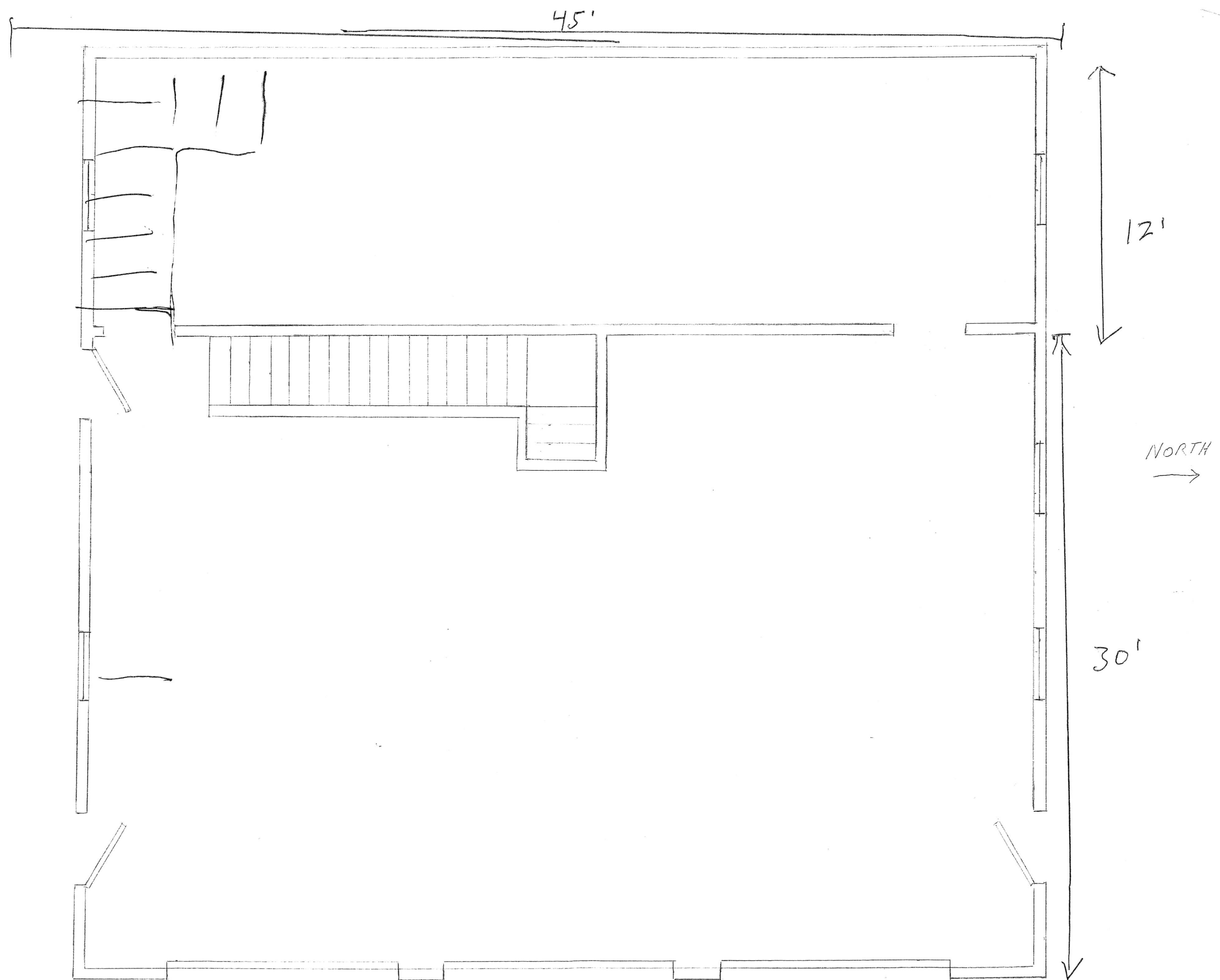
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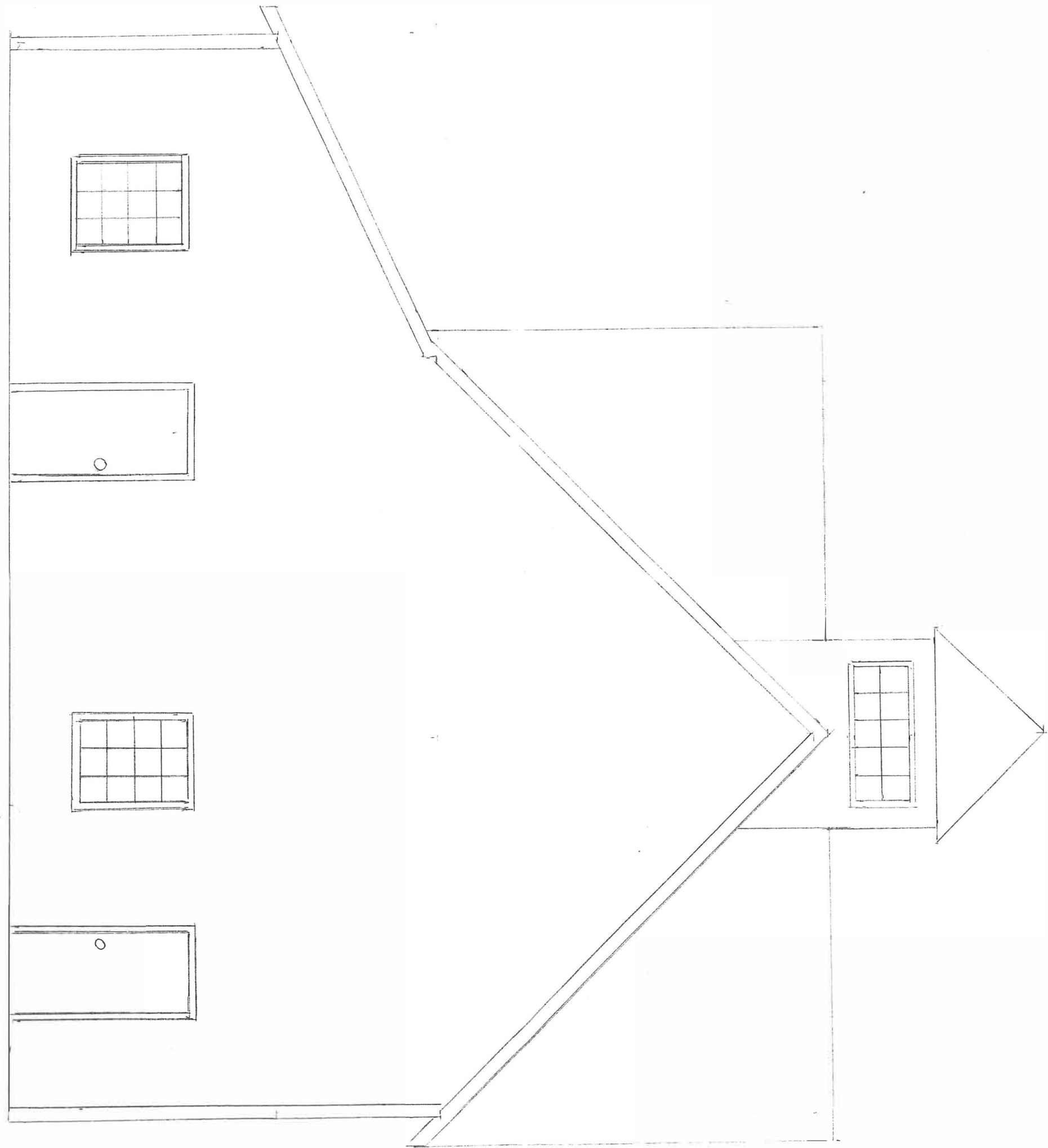
DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Please contact the appropriate city department for more information.



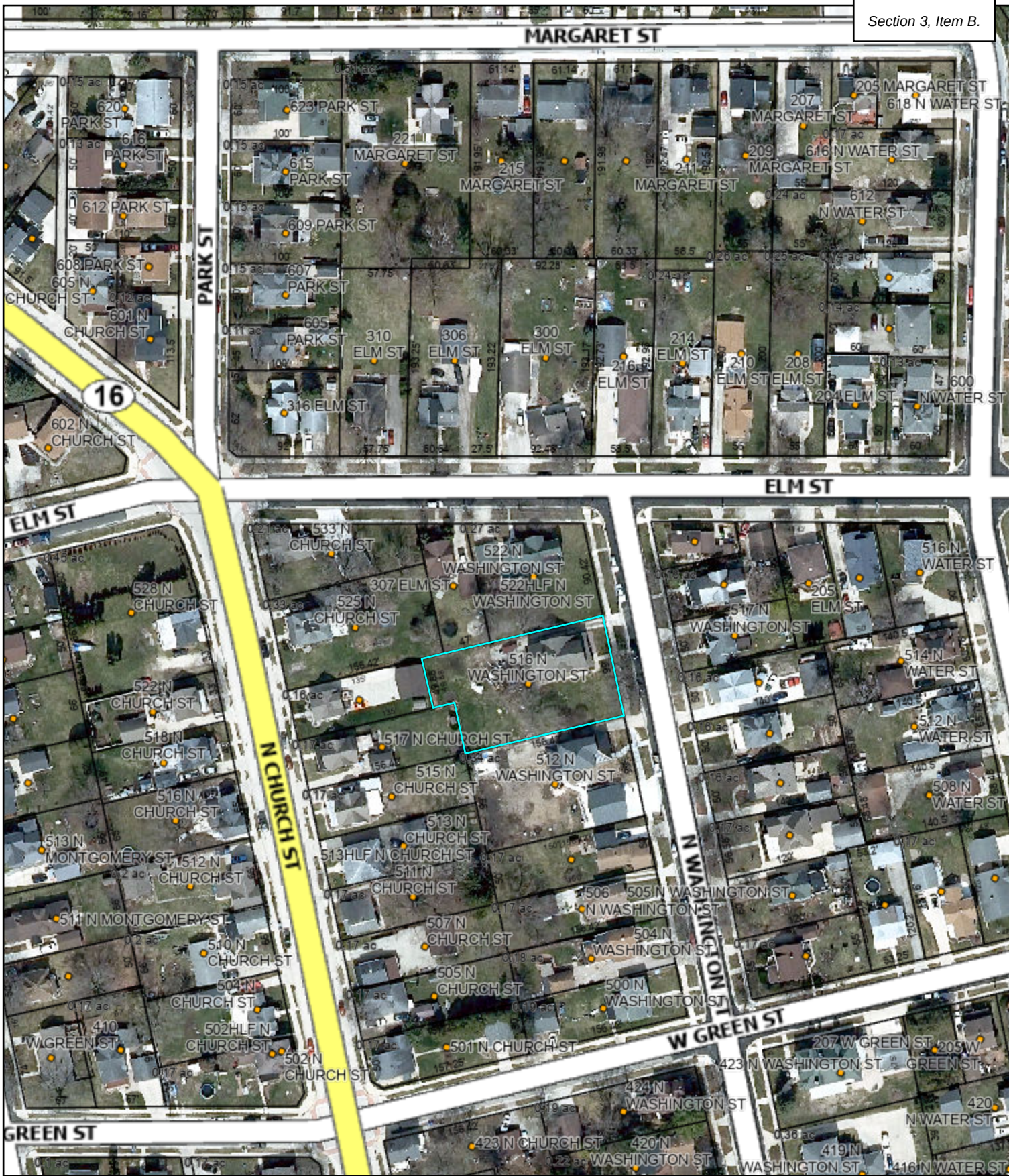


NORTH
WALL
SIDE





SOUTH
WALL
SIDE



	Municipal Boundary		Addresses
	Parcels Boundaries		Address Labels
	Common Areas		Parcel Acreage



THE CITY OF
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Opportunity runs through it.

City of Watertown Geographic Information System

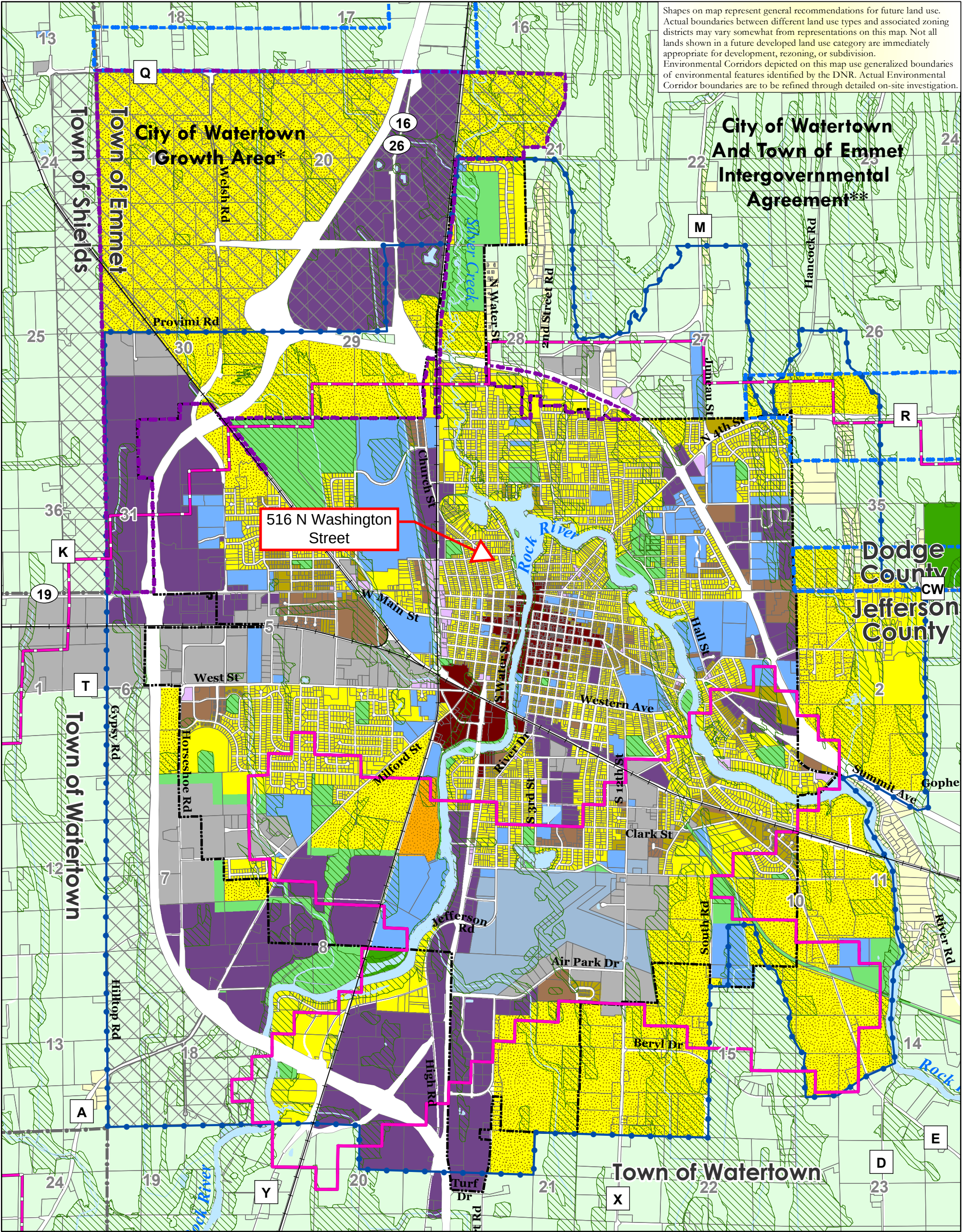
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DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other interest inaccuracies occur during the compilation process. City of Watertown makes no warranty whatsoever concerning this information.



Future Land Use Urban Area

Map 6b

City of Watertown Comprehensive Plan

Land Use Categories

- Agricultural
- Single-Family Residential - Unsewered
- Single-Family Residential - Sewered
- Two-Family Residential
- Multi-Family Residential
- Planned Neighborhood**
- Institutional
- Airport

Rights-of-Way

- Neighborhood Mixed Use
- Planned Mixed Use*
- Central Mixed Use
- Riverside Mixed Use***
- Mixed Industrial
- Parks & Recreation
- Environmental Corridor
- Surface Water

City/Town IGA**

- City Growth Area
- City Periphery Areas

Each "Planned Mixed Use Area" may include mix of:

- 1. Office
- 2. Multi-Family Residential
- 3. Mixed Industrial
- 4. Commercial Services/Retail
- 5. Institutional
- 6. Parks & Recreation

*****Planned Neighborhoods* should include a mix of the following:**

- 1. Single-Family - Sewered (predominant land use)
- 2. Two-family Residential
- 3. Multi-Family Residential
- 4. Institutional
- 5. Neighborhood Mixed Use
- 6. Parks & Recreation

*****Each "Riverside Mixed Use Area" may include mix of:**

- 1. Office
- 2. Single-Family - Sewered
- 3. Two-Family Residential
- 4. Multi-Family Residential
- 5. Commercial Services/Retail
- 6. Institutional
- 7. Parks & Recreation

City of Watertown

Town Boundary

Parcel

Railroad

Watertown Urban Service Area

Watertown Long Range Growth Area

Airport Height Limitations

- Maximum Building Elevation b/t 865 and 968 ft
- Maximum Building Elevation b/t 968 and 1005 ft

THE CITY OF WATERTOWN
Opportunity runs through it.

VANDEWALLE & ASSOCIATES INC.
Shaping places, shaping change

Draft: August 7, 2019
Source: WisDNR, FEMA, City of Watertown, Dodge Co. LIO & Jefferson Co. LIO, V&A

Scale: 0 0.25 0.5 1 Miles

North Arrow

Jonathan Lampe

I would like to include a note of support for this project. A great deal of care was taken to develop a structure that will enhance the historic character of this neighborhood.

Regards,

Jonathan Lampe

- City of Watertown District 2 Alderperson
- Serving on Finance, Public Safety and Parks, Recreation and Forestry (Through April 2026)
- jlampe@watertownwi.gov - 920-248-0656 (cell/text)
- Facebook: <https://www.facebook.com/lampeforwatertown/>