



**PLAN COMMISSION MEETING AGENDA**

**MONDAY, JUNE 08, 2026 AT 4:30 PM**

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

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**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES**

- A. Review and take action: Site Plan Review minutes dated May 26, 2026
- B. Review and take action: Plan Commission minutes dated May 26, 2026

**3. BUSINESS**

- A. Public Hearing: 644 S. Church Street – request for a Conditional Use Permit (CUP) for Indoor Commercial Entertainment under Section §550-33B(2)(g) for a sports bar
- B. Review and take action: 644 S. Church Street – request for a Conditional Use Permit (CUP) for Indoor Commercial Entertainment under Section §550-33B(2)(g) for a sports bar
- C. Public Hearing: 1507 Sandy Lane – request for a Conditional Use Permit (CUP) for an exception to allowed exterior building materials under Section §550-121F
- D. Review and take action: 1507 Sandy Lane – request for a Conditional Use Permit (CUP) for an exception to allowed exterior building materials under Section §550-121F
- E. Review and take action: Resolution to support Hiawatha West SDP, station property acquisition and federal grant funding
- F. Review and take action: Final Dedication of Public Improvements in the Rock River Ridge Subdivision, Phase 1

**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](mailto: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*

**SITE PLAN REVIEW COMMITTEE  
May 26, 2026**

The Site Plan Review Committee met on the above date at 1:30 P.M. in the Council Chambers on the second floor of City Hall. The following members were present: Mayor Robert Stocks, Brian Zirbes – Planning & Zoning, Ben Olsen – Police, Don Dishno – Fire, Stacy Winkelman – Streets & Solid Waste, Andrew Beyer – Engineering, Maureen McBroom – Stormwater.

Also in attendance were Nikki Zimmerman – Building Safety & Zoning.

**1. Call to Order**

The meeting was called to order by Chairperson Brian Zirbes.

**2. Approval of Minutes**

**A. Review and take action: Site Plan Review Minutes Dated April 27, 2026**

Motion was made by Andrew Beyer and seconded by Don Dishno to approve the minutes as submitted. Unanimously approved.

**3. Business**

**A. Review and take action: 1901 Market Way TNT Fireworks Site Plan Review**

This is an annual review for TNT Fireworks to obtain permission for general temporary outdoor sales.

The following was presented by staff:

- Fire: If installed as to plan, there are no concerns. An inspection by the Fire Department will have to be completed prior to opening.
- Building: Not present but forwarded that there are no concerns.
- Police: Products sold must comply with city codes.
- Mayor: No concerns.
- Stormwater: No concerns.
- Engineering: No concerns.
- Zoning: No concerns.
- Parks & Rec: Not present.
- Water/Wastewater: Not present.
- Streets/Solid Waste: No concerns.
- Econ. Development: Not present.
- Legal: Not present.

Motion was made by Mayor Stocks and seconded by Maureen McBroom to approve this item contingent upon:

- The required inspection by the Fire Department prior to opening
- Only selling products which comply with city codes

Unanimously approved.

**4. Adjournment**

Motion was made by Stacy Winkelman and seconded by Mayor Stocks to adjourn. Unanimously approved.

Respectfully submitted,  
Nikki Zimmerman, Recording Secretary

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

**PLAN COMMISSION MINUTES**May 26<sup>th</sup>, 2026

The Plan Commission meeting met at 4pm in the council chambers with the following members present: Mayor Robert Stocks, Alderperson Ken Berg, Tom Levi, Melissa Lampe, Nick Krueger, City Engineer Andrew Beyer & Zoning Administrator Brian Zirbes.

Others in attendance: Sonja Kruesel of Vandewalle & Associates, Stephanie Broere & John Katsich.

**1. CALL TO ORDER**

Mayor called the meeting to order at 4:12pm

**2. APPROVAL OF MINUTES**

- A. Review and take action: Plan Commission minutes dated May 11, 2026** Krueger noted that the minutes did not reflect that fact he was in attendance virtually and wanted that change made. Motion by Krueger, seconded by Lampe to approve the minutes as amended above, which was then passed unanimously.

**3. BUSINESS****A. Review and Discuss Zoning Ordinance Proposed Sign Code — Vandewalle**

Sonja was present to discuss further the zoning code rewrite and specifically sign code proposed changes. She noted there are 11 articles within the zoning code to review and alter potentially but today's meeting is addressing Article 9 related to signage content & format. Changes as needed are aimed at achieving content neutrality where possible to satisfy a 2015 Supreme Court case known as Reed v. Gilbert. Sonja commented we can regulate time or duration, manner and place but due to this court ruling, municipalities have less discretion to deny Conditional Use Permit request from applicants. Therefore, CUPs will be less common going forward. Sonja noted our city did a major sign code alteration around 2016, so Watertown's sign code is quite content neutral in its present form. She commented that sign types are grouped into categories with examples such as pylon signs, drive thru signs, permanent plat signs, roof signs and wall signs where CUPs have been used to customize requirements the city wanted from applicants in order to approve these different types of signage within our city.

Pylon signs are currently prohibited except for in the Hwy 26 Pylon Sign Allowance Area.

Existing signs are grandfathered but no new such signs allowed is the suggested verbiage. Krueger stated he is okay with a CUP for exceptions to the rule. Billboards are also prohibited currently but existing examples in the city are allowed. Geography or place is the main type of regulation applied to billboards. No new billboards beyond the two currently in place at 38 Stimpson St & 940 W Main Street would be permitted. Yard signs not allowed in right of way areas within city but permitted on private property and without limitation on the number for residential properties. On the time regulation criteria, for political signs, 30 days before the election and 10 days after the election would be appropriate and typical for a restriction we could put into effect. The Board was okay with off premises advertising signs being allowed on private property but discussed a 30 day limitation for duration of time but no consensus. On electronic message center signs, they are not allowed within 100 ft of any residential zoned property. Consensus was for allowing an existing internally illuminated sign to be changed to an EMC. Beyer stated he was in favor of current policy for EMC signage and Krueger agreed. New projecting signs are prohibited but we have several existing including Mullens, Phil's Pizza, etc yet blade and suspended signs are allowed, with Pine Hill, the Chamber of Commerce & Chandler House Bakery as three examples. Maintenance to these type of signs is allowed but replacement would not be permitted. Blade signs are limited to 14' to 16 sq ft, depending on the zoning district they are in. Sign permits are required in each case.

Marquee signs are allowed in commercial districts and downtown currently, but with a restriction of up to 200 sq ft in size. Inside window signage and advertising is allowed without restriction and that was viewed as appropriate so no changes suggested. Electronic TV signage and advertising was viewed as a concern needing some regulation through wordsmithing in the sign ordinance language.

Berg noted that sandwich board signs are restricted to downtown area but he sees them on Church Street and other parts of city. He feels they are appropriate for businesses to promote special events and should be allowed citywide as long as not in the right of way. Consensus appeared to be there for this slight change. Sonja pointed out pylon height allowance beyond 35' would need to come to Plan Commission for review but many of the other sign permits would typically be administered by city staff. She noted sign permits would be turned around for approval or denial within say 14 days or about that while the length of time or duration would be extended for up to one year as to its expiration date. Sonja said the goal with our changes is to have more predictable standard regulation so CUPs would be infrequent.

#### 4. ADJOURNMENT

A motion to adjourn at 5:01 pm was made by Lampe, seconded by Levi and approved unanimously.

Respectfully submitted, Alderperson Ken Berg

All materials discussed at this meeting can be found at:

[https://files-backend.assets.thrillshare.com/documents/asset/uploaded\\_file/5330/Cow/128ba8ae-63fc-4f89-8e66-b4e5a56026ba/May-26%2C-2026-Plan-Commission-Meeting-Packet.pdf?disposition=inline](https://files-backend.assets.thrillshare.com/documents/asset/uploaded_file/5330/Cow/128ba8ae-63fc-4f89-8e66-b4e5a56026ba/May-26%2C-2026-Plan-Commission-Meeting-Packet.pdf?disposition=inline)

**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 8<sup>th</sup> day of June, 2026 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 Rick Elertson (applicant) and Exchangeright Net-Leased Portfolio 62 DST (owner) for a Conditional Use Permit for Indoor Commercial Entertainment under Section §550-33B(2)(g) for a sports bar. 644 S. Church Street is zoned GB, General Business, and is further described as follows:

Parcel 1:

Lot 1 of Certified Survey Map No. 5225 recorded on August 7, 2009. In Volume 28 of Certified Surveys on Pages 126-131 as Document No. 1263956, being all of Lots 1 through 18, part of Lots 37 through 46, vacated Montgomery Street, vacated Robert Street and vacated Crangle Avenue and vacated alley, all of Crangle's Addition, Outlot 2, Twelfth Ward - formerly Third Ward, and part of Certified Survey Map No. 1167 recorded in Volume 4 on Page 38, all in the NW ¼ of the SW¼ of Section 4, Township 8 North, Range 15 East, City of Watertown, Jefferson County, Wisconsin.

EXCEPTING THEREFROM land conveyed to Fatmir Suloja in Quit Claim Deed recorded on 07/07/10 as Document No. 1278701, described as follows: Commencing at the Southwest corner of Lot 2 of Certified Survey Map No. 5225; thence North 84° 17'20" West. along said Northerly right-of-way of Bernard Street and the Southerly line of said Lot 1, Certified Survey Map No. 5225, 66.97 feet to the point of beginning of the hereinafter described lands: thence continuing North 84°17'20" West. along said right-of-way, 12.03 feet; thence North 12°23'00" East, along the Westerly line of said Lot 1, 169.90 feet; thence South 08°19'42" West, 168.93 feet to the point of beginning.

Parcel 2:

TOGETHER WITH AND SUBJECT TO Rights and Easements as set forth on Declaration of Restrictions and Easements recorded on 7/21/09 as Document No. 1262986.

(Parcel Number 291-0815-0432-012)

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](mailto:nzimmerman@watertownwi.gov).

CITY OF WATERTOWN  
Brian Zirbes  
Planning & Zoning Administrator

BZ/nmz

PUBLISH: May 26, 2026  
and  
June 1, 2026

(BLOCK AD)

**BUILDING SAFETY & ZONING DIVISION**  
**PLAN COMMISSION STAFF REPORT**

TO: Plan Commission  
DATE: June 6th, 2026  
SUBJECT: 644 S Church Street, Conditional Use Permit - CUP

A request by Rick Ellertson for a Conditional Use Permit (CUP) for 'Indoor Commercial Entertainment'. Parcel PIN(s): 291-0815-0432-012

SITE DETAILS:

Acres: 9.26  
Current Zoning: General Business (GB)  
Existing Land Use: Vacant Commercial Building  
Future Land Use Designation: Central Mixed Use

BACKGROUND AND APPLICATION DESCRIPTION:

The applicant is seeking approval of a conditional use permit for 'Indoor Commercial Entertainment' to convert two commercial spaces within an existing shopping center into a sports bar with golf simulators. The proposal includes a full bar, a kitchen offering a limited menu, and five commercial-grade golf simulators. The bar will be open from 10:00 AM to 10:00 PM the months of October through April and 2:00PM to 10:00PM the months of May through September.

STAFF EVALAUATION:

Land Use and Zoning:

1. Within the General Business (GB) Zoning District, 'Indoor Commercial Entertainment' is a principal land use permitted as a conditional use [per § 550-33B(2)(g)]. 'Indoor Commercial Entertainment' includes taverns and arcades among the allowed uses [per § 550-52H].

Applicable regulations for 'Indoor Commercial Entertainment' land uses include the following:

- o 'If located on the same side of the building as abutting residentially zoned property, no customer entrance of any kind shall be permitted within 150 feet, or as far as possible, of a residentially zoned property' [per § 550-52H(1)(a)].
  - o The 'facility shall provide a bufferyard with minimum opacity of 0.60 along all borders of the property abutting residentially zoned property' [per § 550-52H(1)(b)].
2. Parking requirements. Parking requirements. One space per every three patron seats or lockers (whichever is greater) or one space per three persons at the maximum capacity of the establishment (whichever is greater) in the General Business (GB) Zoning District §550-52H(2). The existing shopping center has adequate parking.
  3. Landscaping requirements. The landscaping requirements in the General Business (GB) Zoning District are established in §550-96 of the zoning code. The existing shopping center has adequate landscaping.
  4. Exterior Lighting requirements. The exterior lighting requirements in the General Business (GB) Zoning District are established in §550-110 of the zoning code. The existing shopping center has adequate exterior lighting.

**BUILDING SAFETY & ZONING DIVISION**  
**PLAN COMMISSION STAFF REPORT**

**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.*

**PLAN COMMISSION DECISION:**

Indoor Commercial Entertainment CUP Criteria	Applicant Provided Substantial Evidence		Opponent Provided Substantial Evidence		PC Finds Standards Met	
	Yes	No	Yes	No	Yes	No
<i>If located on the same side of the building as abutting residentially zoned property, no customer entrance of any kind shall be permitted within 150 feet, or as far as possible, of a residentially zoned property.</i>	<u>Yes</u>	No	Yes	<u>No</u>	<u>Yes</u>	No
<i>Facility shall provide bufferyard with minimum opacity of 0.60 along all borders of the property abutting residentially zoned property (see § 550-99).</i>	<u>Yes</u>	No	Yes	<u>No</u>	<u>Yes</u>	No
<i>Parking requirements. One space per every three patron seats or lockers (whichever is greater) or one space per three persons at the maximum capacity of the establishment (whichever is greater).</i>	<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 the Conditional Use Permit, based on failure to provide substantial evidence to meet one or more of the regulatory standards.
2. Approve the Conditional Use Permit without conditions, based on successfully providing substantial evidence of regulatory compliance.
3. Approve the Conditional Use Permit with conditions as identified by the Plan Commission:

**STAFF RECOMENDATION:**

- Staff recommends approval of this Conditional Use Permit.

**ATTACHMENTS:**

- Application materials

**Statement of Purpose:**

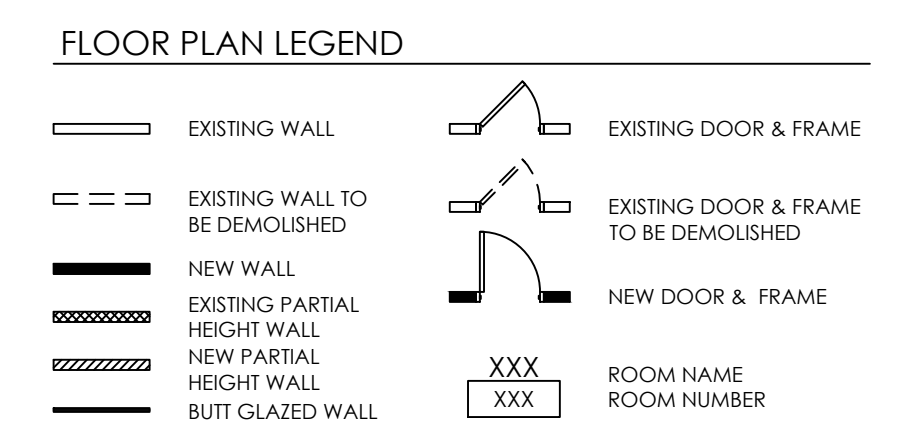
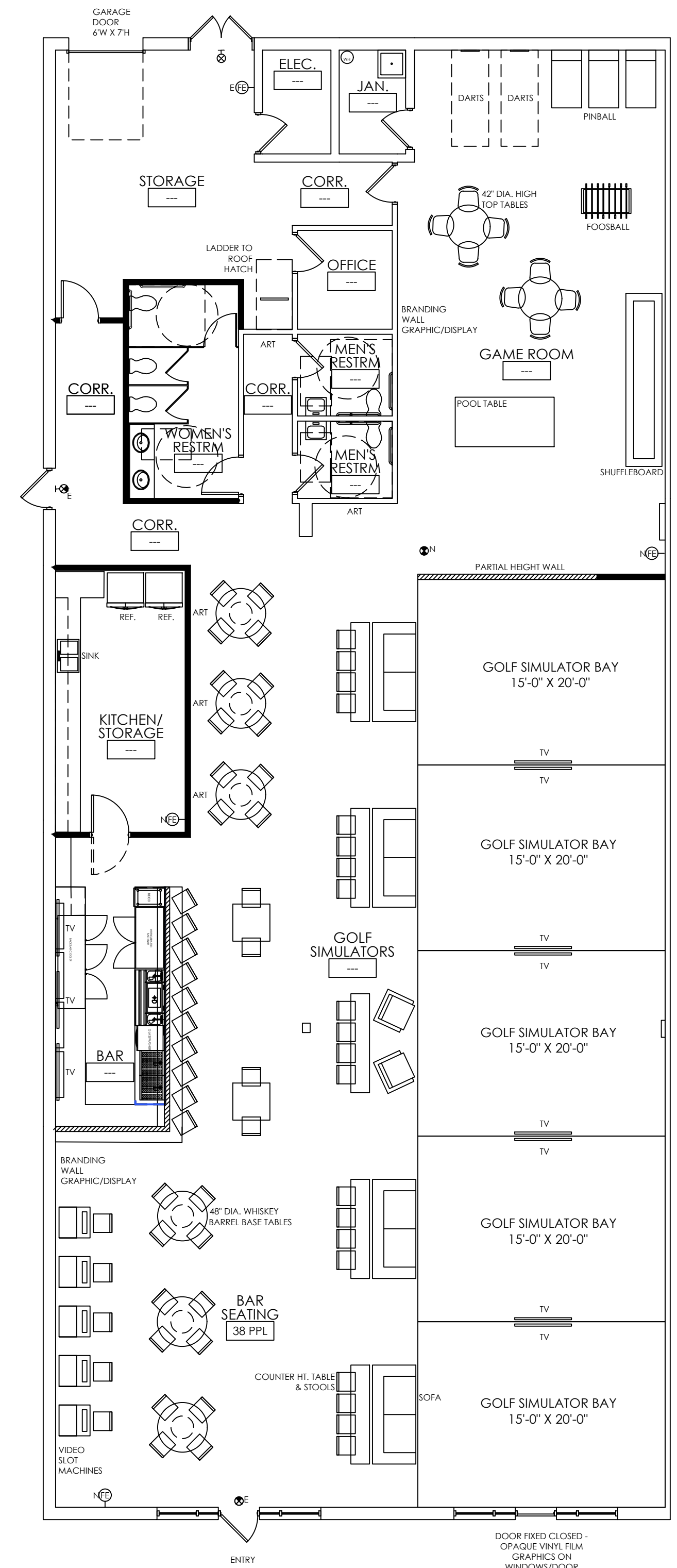
Divots Golf Bar seeks to serve the City of Watertown and Jefferson/Dodge Counties with a golf simulator sports bar. This location will offer 5 commercial-grade golf simulators, a full bar, and kitchen offering a limited "bar food" menu consisting of wings, burgers, pizza, nachos, loaded tater tots, and pretzel bites (perhaps a few other items as the menu gets closer to completion). We will accommodate walk-in golfers, online reservations, lessons, and leagues. Our league offerings will be extensive, including; men's only, women's only, senior men's only, senior women's only, coed, and youth. We hope to bring our passion for the game of golf to people of all ages and ability levels.

**The hours of operation detailed in my lease agreement are as follows:**

- October, November, December, January, February, March and April 10:00 AM - 10:00 PM
- May, June, July, August, and September 2:00 PM - 10:PM (Slow Season)

\*\*Inclement weather during the "slow season" I will open at 10:00 AM

**5797 USF**  
A-3 OCCUPANCY CLASSIFICATION (RECREATION/AMUSEMENT FOCUSED)  
ASSEMBLY W/OUT FIXED SEATS - UNCONCENTRATED  
OCCUPANT LOAD = 386  
REQUIRED WC FIXTURE COUNT = (2) MALE - (3) FEMALE



NOTE: ALL INFORMATION CONTAINED WITHIN THIS DRAWING IS PRELIMINARY AND CONCEPTUAL. THE DRAWING REPRESENTS APPLICATION OF THE ESTABLISHED PROGRAM AND IF THE SPACE WILL SUPPORT THE FUNCTION OF THE SPACE. FINAL BUILDING CODE ANALYSIS AND DEVELOPMENT OF DESIGN DETAILS HAVE NOT BEEN COMPLETED.

SPACE ALLOCATION SUMMARY				
SPACE TYPE	SIZE	SQUARE FEET	QUANTITY REQUESTED	QUANTITY SHOWN
APPROXIMATE USABLE SQUARE FOOTAGE: 5797 USF				
GOLF SIMULATORS	81'-1" x 49'-4"	3810	1	1
BAR SEATING	8'-0" x 22'-0"	176	1	1
BAR	24'-6" x 9'-6"	232	1	1
KITCHEN/STORAGE	10'-6" x 21'-0"	220	1	1
JANITOR	8'-5" x 5'-5"	45	--	--
ELECTRICAL	8'-5" x 5'-7"	46	--	--
OFFICE	8'-0" x 7'-8"	61	--	--
STORAGE	21'-8" x 19'-2"	360	--	--
WOMEN'S RESTROOM	17'-3" x 8'-11"	154	--	1
MEN'S RESTROOM	7'-8" x 6'-7"	51	--	2
GAME ROOM	20'-0" x 36'-6"	730	--	1

**DIVOTS**

640-644 SOUTH CHURCH STREET  
WATERTOWN, WI 53094

REVISION	DATE	BY
△ VERIFY	03.12.26	MB
△ TEST FITS	04.22.26	LAK

APPROVED BY: \_\_\_\_\_

APPROVAL DATE: \_\_\_\_\_

JOB #: 27431.001

DRAWN BY: LAK

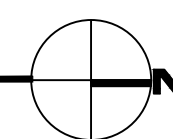
DATE: 03.05.26

**PRELIMINARY  
NOT FOR  
CONSTRUCTION**

TEST FIT FLOOR PLAN  
OPTION 2

**TF2**

PARTIAL BUILDING - TENANT SUITE - TEST FIT PLAN - OPTION 2  
SCALE: 1/8" = 1'-0"





Municipal Boundary



Parcels Boundaries



Addresses



City of Watertown Geographic Information System

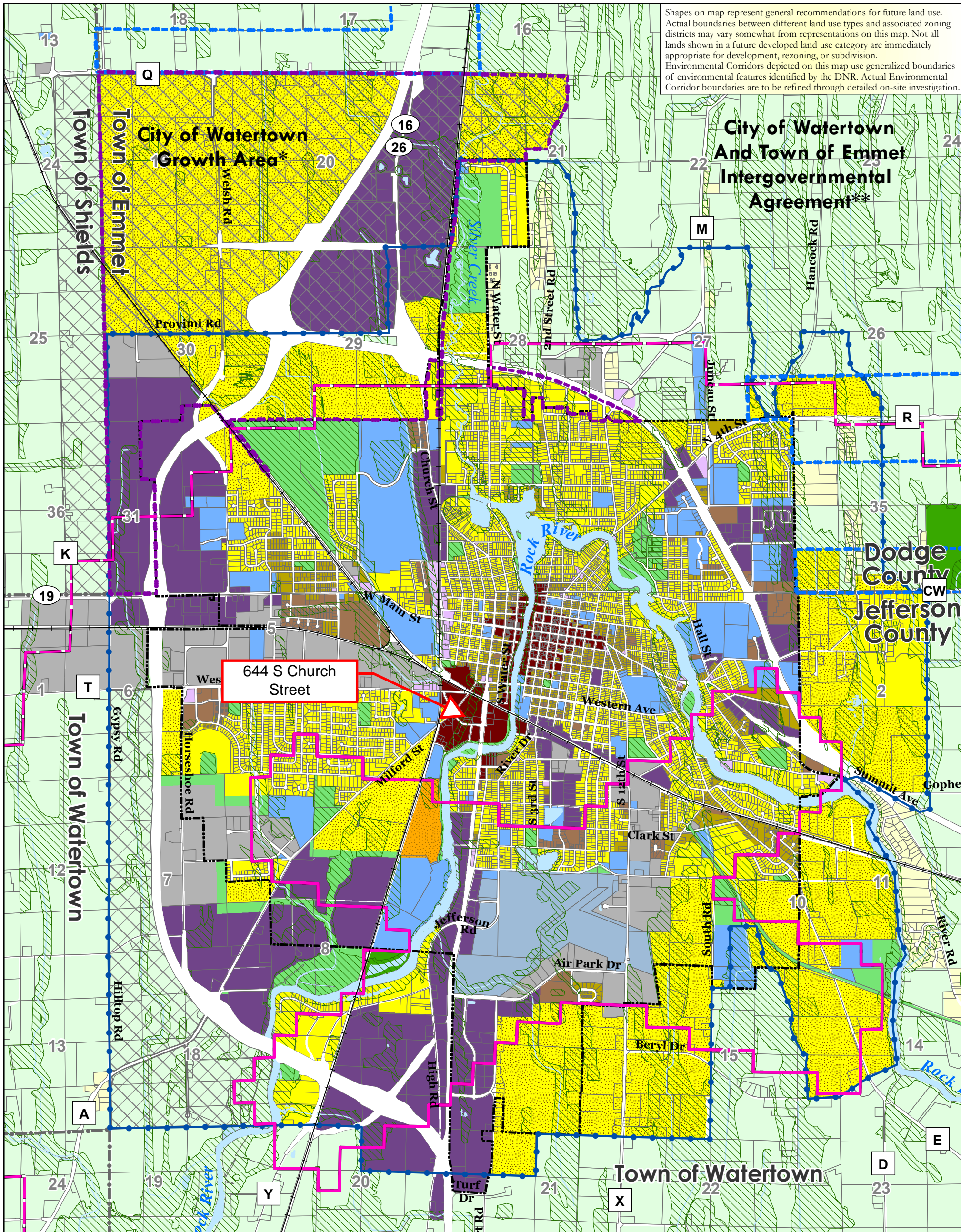
Scale: 1:3,085

SCALE BAR = 1"

Printed on: May 12, 2011  
Author:

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 interested inaccuracies occur during the compilation process. City of Watertown makes no warranty whatsoever concerning this information.

Shapes on map represent general recommendations for future land use. Actual boundaries between different land use types and associated zoning districts may vary somewhat from representations on this map. Not all lands shown in a future developed land use category are immediately appropriate for development, rezoning, or subdivision. Environmental Corridors depicted on this map use generalized boundaries of environmental features identified by the DNR. Actual Environmental Corridor boundaries are to be refined through detailed on-site investigation.



# Future Land Use Urban Area

## Map 6b

City/Town IGA\*\*  
 City Growth Area  
 City Periphery Areas

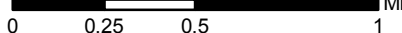
### City of Watertown Comprehensive Plan

- 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

- \*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



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

**VANDEWALLE & ASSOCIATES INC.**  
 Shaping places. shaping change



**NOTICE OF PUBLIC HEARING**

Section 3, Item C.

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 8<sup>th</sup> day of June, 2026 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 Leonard Pochowski (applicant and owner) for a Conditional Use Permit for an exception to allowed exterior building materials under Exterior Construction Material Standards Section §550-121F.

1507 Sandy Lane is zoned SR-4, Single-Family Residential, and is further described as follows:

Lot 8 of the Plat of Riedl Brothers Subdivision in the City of Watertown, Dodge County, Wisconsin.  
(Parcel Number 291-0915-3311-006).

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](mailto:nzimmerman@watertownwi.gov).

CITY OF WATERTOWN  
Brian Zirbes  
Zoning Administrator

BZ/nmz

PUBLISH: March 26, 2026  
and  
June 1, 2026

(BLOCK AD)



BUILDING SAFETY & ZONING DIVISION  
PLAN COMMISSION STAFF REPORT

TO: Plan Commission  
DATE: June 8th, 2026  
SUBJECT: 1507 Sandy Lane, Conditional Use Permit - CUP

A request by Leonard Pochowski for a Conditional Use Permit for an exception to exterior construction material standards. Parcel PIN(s): 291-0815-3311-006

SITE DETAILS:

Acres: 0.24 acres  
Current Zoning: Single-Family Residential (SR-4)  
Existing Land Use: Single-Family Home  
Future Land Use Designation: Single-Family Residential

BACKGROUND AND APPLICATION DESCRIPTION:

The applicant is seeking approval of a Conditional Use Permit (CUP) to allow for the use of corrugated steel siding in the construction of an 18' x 35' storage shed. Corrugated steel siding panels are not considered high quality decorative building materials. The proposed shed is not located in a highly visible location.

STAFF EVALAUATION:

Land Use and Zoning:

1. Within the Single-Family Residential (SR-4) Zoning District, a 'Residential Accessory Structure' is an accessory land use permitted by right [per § 550-24C(1)(b)].
2. Chapter 550 Zoning, Article XI Performance Standards sets exterior construction material standards for all residential, office, commercial districts, and the PI Zoning District. [per § 550-121C] These exterior construction material standards require that only high-quality decorative exterior construction materials be used on the visible exterior of the following portions of all structures and buildings: [per § 550-121C(1)]
  - (a) Any portion of the building or structure visible from adjacent residentially zoned property;
  - (b) Any portion of the building or structure located within 50 feet of a public right-of-way; or
  - (c) Any other portion of the building or structure visible from a public street and/or situated at an angle of 60° or less from a line which is parallel to the nearest right-of-way (for uncurved rights-of-way) or from a line which is parallel to a chord connecting the right-of-way boundary on the inside side of the curve at points located at, or opposite from, the two outer boundaries of the subject property along the right-of-way line (for curved rights-of-way).
3. Per the exterior construction material standards in Article XI, the following exterior construction materials shall **not** be considered "high quality decorative": nondecorative concrete block or cinder block, nondecorative concrete foundation walls or panels, corrugated walls or panels, nondecorative plywood, asphaltic siding, or other nondecorative surfaces as determined by the Plan Commission. [per § 550-121C(2)]



**BUILDING SAFETY & ZONING DIVISION**  
**PLAN COMMISSION STAFF REPORT**

4. Chapter 550 Zoning, Article XI Performance Standards **does allow** for exceptions to the use of material otherwise prohibited through the **conditional use** process. [per § 550-121F]

F. Exceptions. The conditional use process (per § 550-142) may be used to propose the use of a material otherwise prohibited by Subsection C above.

**WISCONSIN STATUES:**

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.

**PLAN COMMISSION DECISION:**

Exception to Prohibited Building Material CUP Criteria	Applicant Provided Substantial Evidence		Opponent Provided Substantial Evidence		PC Finds Standards Met	
	Yes	No	Yes	No	Yes	No
A conditional use permit may be granted for the use of exterior building material otherwise prohibited.	<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:

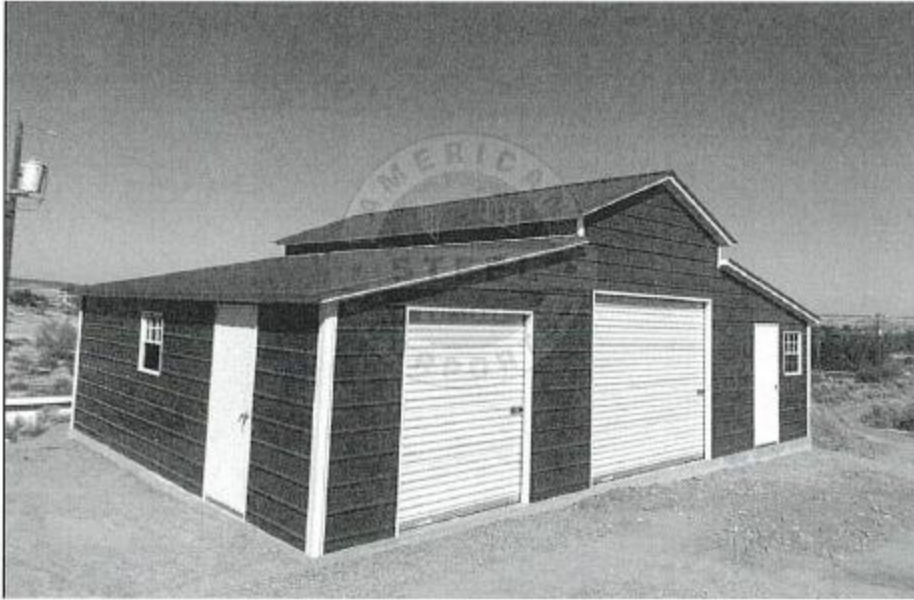
1. Deny the Conditional Use Permit, based on failure to provide substantial evidence to meet one or more of the regulatory standards.
2. Approve the Conditional Use Permit without conditions, based on successfully providing substantial evidence of regulatory compliance.
3. Approve the Conditional Use Permit with conditions as identified by the Plan Commission:

**STAFF RECOMENDATION:**

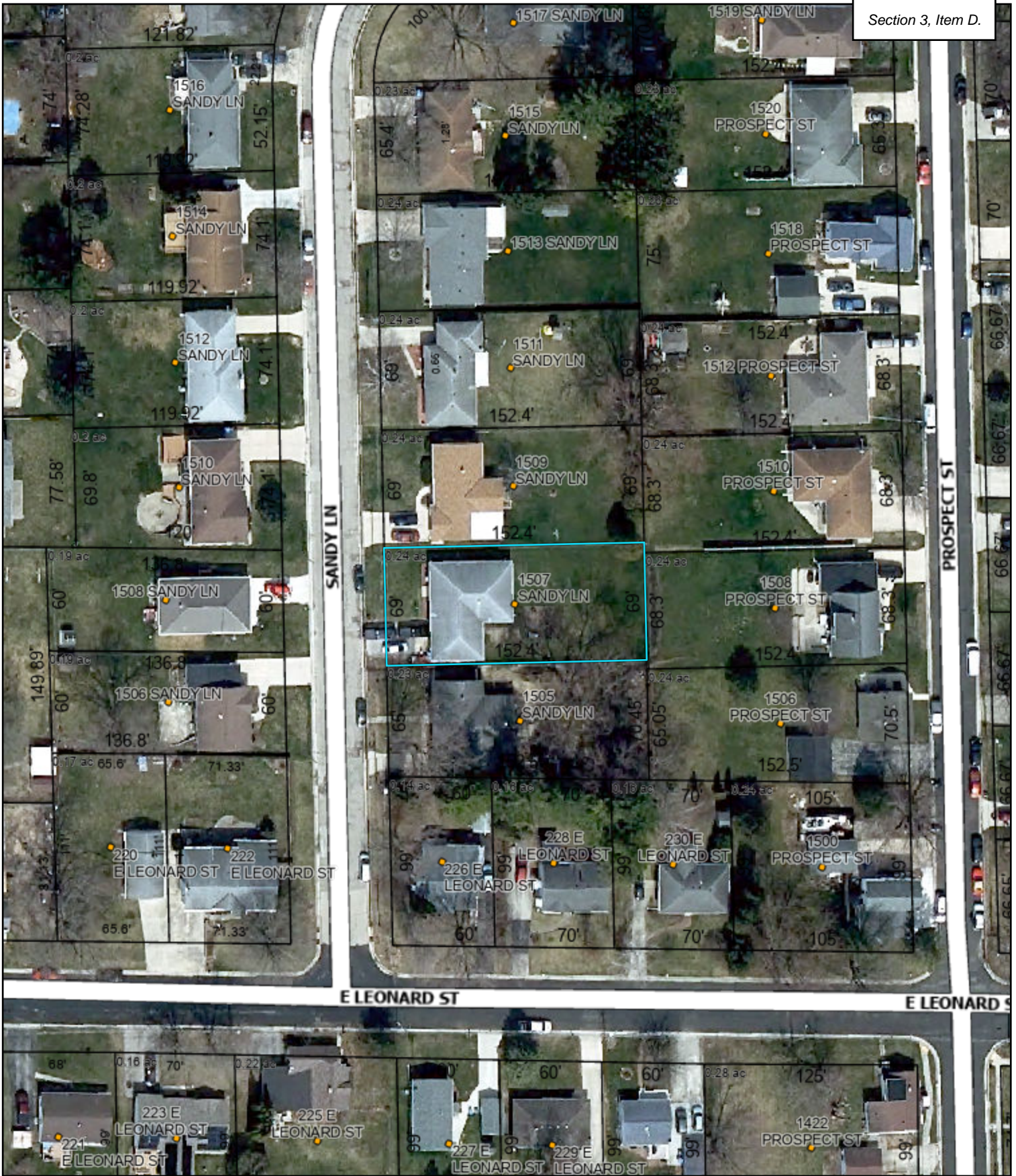
- Staff recommends approval of this Conditional Use Permit.

**ATTACHMENTS:**

- Application materials.



This is an example of what the siding on the shed at 1507 Sandy Lane will look like. The actual shed will be smaller than this (actual dimensions will be 18' x 35').



	Municipal Boundary		Addresses
	Parcels Boundaries	Address Labels	

THE CITY OF  
**WATERTOWN**  
*Opportunity runs through it.*

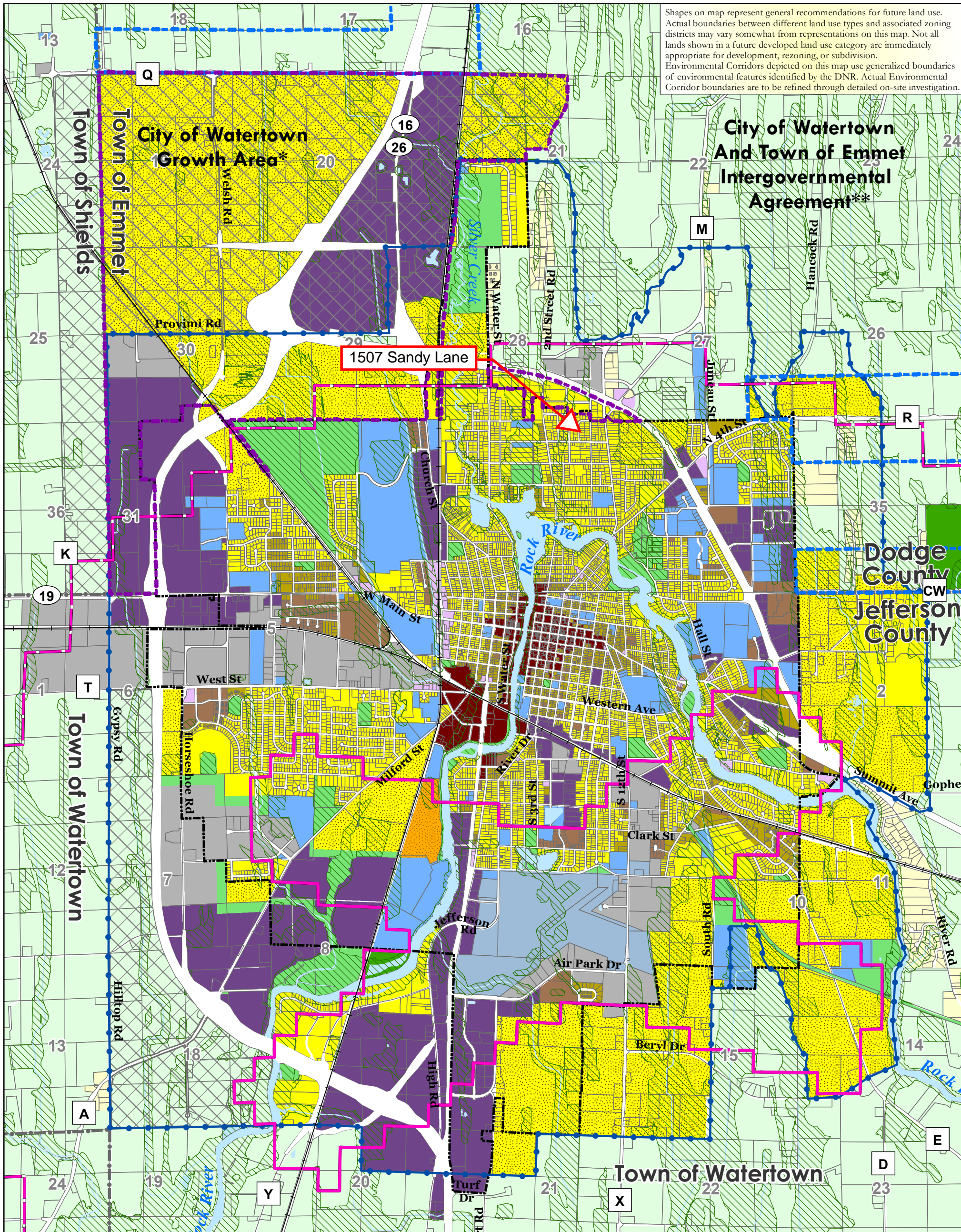
City of Watertown Geographic Information System

Scale: 1:906      Printed on: May 21, 2011  
 SCALE BAR = 1"      Author:

17

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 inherent inaccuracies occur during the compilation process. City of Watertown makes no warranty whatsoever concerning this information.

Shapes on map represent general recommendations for future land use. Actual boundaries between different land use types and associated zoning districts may vary somewhat from representations on this map. Not all lands shown in a future developed land use category are immediately appropriate for development, rezoning, or subdivision. Environmental Corridors depicted on this map use generalized boundaries of environmental features identified by the DNR. Actual Environmental Corridor boundaries are to be refined through detailed on-site investigation.



# Future Land Use Urban Area

## Map 6b

- 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

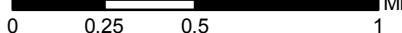
- \*\*\*Each "Riverside Mixed Use Area" may include mix of:
1. Office
  2. Single-Family - Sewered
  3. Two-Family Residential
  4. Multi-Family Residential
  5. Commercial Services/Retail
  6. Institutional
  7. Parks & Recreation

- 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

- 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



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

**VANDEWALLE & ASSOCIATES INC.**  
Shaping places. shaping change



May 28, 2026

The Honorable Administrator Fink  
Federal Railroad Administration  
U.S. Department of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590

RE: City of Watertown Letter of Support – Hiawatha West Service Development Plan

Dear Administrator Fink:

On behalf of the City of Watertown, Wisconsin, I write to express the City's strong support for the Hiawatha West Service Development Plan and the proposed expansion of Amtrak intercity passenger rail service to Watertown.

The City of Watertown views the Hiawatha West corridor as a critical investment that will expand regional mobility, strengthen economic competitiveness, and provide residents, businesses, and visitors with safe, reliable, and environmentally sustainable transportation options. Direct intercity passenger rail service will significantly improve connectivity between Watertown and major employment, education, healthcare, and cultural destinations throughout southeastern Wisconsin and the broader Midwest.

The City of Watertown has taken proactive steps to advance readiness for Amtrak service, including identifying a preferred station location at 1998-South Site (3<sup>rd</sup> Street). This site has been reviewed by Amtrak for operational feasibility and rail compatibility, with no significant issues identified, representing an important milestone toward implementation. Concurrently, the City is coordinating with the property owner and key stakeholders to address station-area needs such as parking, access, circulation, and multimodal connectivity, ensuring a safe, convenient, and accessible passenger experience while positioning the area for future transit-oriented and economic development.

Watertown remains committed to continued coordination with Amtrak, the Wisconsin Department of Transportation, and the Federal Railroad Administration as planning progresses. The City stands ready to serve as a constructive and reliable partner to help advance the Hiawatha West corridor from planning through implementation.

We appreciate the Federal Railroad Administration's leadership in advancing passenger investments that strengthen communities and expand transportation choices nationwide. We respectfully urge continued federal support for the Hiawatha West Service Development Plan and future Amtrak service to Watertown.

Thank you for your consideration. Please do not hesitate to contact the City should additional information be helpful.

Sincerely,

Robert Stocks  
Mayor  
City of Watertown

cc: Wisconsin Department of Transportation  
Amtrak

May 28, 2026

The Honorable Administrator Fink  
Federal Railroad Administration  
U.S. Department of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590

RE: Joint Letter of Support Regarding Property Acquisition for the Hiawatha West Service  
Development Plan

Dear Administrator Fink:

The City of Watertown and the undersigned property owner of 1013 S Third St jointly submit this letter to express our mutual support for continued collaboration regarding the Hiawatha West Service Development Plan, which contemplates the City's potential acquisition of the above-referenced property.

Both parties acknowledge that the City and the property owner are engaged in constructive, good-faith discussions regarding the property's suitability for the project and the general path forward for a possible transfer of ownership from Mr. Loeb to the City. At this stage, the parties are aligned in their intention to explore the feasibility of acquisition and to continue working together toward the shared goal of advancing the proposed expansion of Amtrak intercity passenger rail service to Watertown. Both parties view this proposed project as a significant benefit to the Watertown community.

We look forward to continued productive collaboration as the Project moves through its evaluation and planning phases.

Sincerely,

Robert Stocks  
Mayor  
City of Watertown

Bruce Loeb  
Property Owner

cc: Wisconsin Department of Transportation  
Amtrak

**RESOLUTION TO  
SUPPORT HIAWATHA WEST SERVICE DEVELOPMENT PLAN,  
STATION PROPERTY ACQUISITION, AND FEDERAL GRANT  
FUNDING**

**SPONSOR: MAYOR STOCKS  
FROM: FINANCE COMMITTEE**

**WHEREAS**, the City of Watertown (the “City”) has been briefed by Amtrak on the Hiawatha West Service Development Plan; and,

**WHEREAS**, the City recognizes the significant regional mobility, economic, and environmental benefits associated with expanded Amtrak intercity passenger rail service; and,

**WHEREAS**, the Hiawatha West corridor would enhance connectivity between Watertown and major employment, education, healthcare, and cultural destinations throughout southeastern Wisconsin and the Midwest; and,

**WHEREAS**, the City has proactively advanced readiness for passenger rail service, including identifying a preferred station location at the 1998-South Site (3rd Street); and,

**WHEREAS** the City continues to coordinate with the property owner of the identified station location to address station-area needs related to parking and access; and,

**WHEREAS**, the City supports the Wisconsin Department of Transportation’s application to the Federal Railroad Administration’s Consolidated Rail Infrastructure and Safety Improvements (CRISI) program for the Hiawatha West as an investment in safety, efficiency, and reliability of intercity passenger rail; and,

**WHEREAS**, the City remains committed to ongoing collaboration with Amtrak, the Wisconsin Department of Transportation, and the Federal Railroad Administration as planning for the corridor advances; and,

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

That based on the foregoing, and the objectives of the City, the proper City Officials be and are hereby authorized to sign and submit to the Federal Railroad Administration on behalf of the City in relation to the Hiawatha West Project 1) letter of support for the Service Development Plan 2) letter of support with the property owner of the identified preferred site for the Watertown station and 3) letter of support for Federal Rail Administration CRISI grant application..

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

	YES	NO
DAVIS		

ADOPTED \_\_\_\_\_

(Month Day, 2026) Exhibit XXXX

LAMPE		
BERG		
NITECKI		
BLANKE		
SMITH		
ARNETT		
HAASE		
MOLDENHAUER		
MAYOR STOCKS		
TOTAL		

\_\_\_\_\_  
CITY CLERK

APPROVED \_\_\_\_\_

\_\_\_\_\_  
MAYOR

June 2, 2026

David Fink, Administrator  
Federal Railroad Administration  
U.S. Department of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590

**RE: Funding Commitment Letter of Support for FRA CRISI Grant Application –Hiawatha West Project**

Dear Administrator Fink,

On behalf of the City of Watertown, I am pleased to offer our strong support for the Wisconsin Department of Transportation’s application to the Federal Railroad Administration’s Consolidated Rail Infrastructure and Safety Improvements (CRISI) program for the Hiawatha West Project.

The proposed extension of Amtrak Hiawatha Service to Pewaukee, Watertown, and Madison represents an important investment in regional mobility, economic development, and transportation safety. The City of Watertown strongly supports this effort and the critical improvements to passenger rail and freight infrastructure that this project will deliver.

As a community that stands to benefit directly from this expanded service, Watertown recognizes the importance of reliable, efficient passenger rail in enhancing access to employment centers, expanding workforce opportunities, and supporting long-term economic vitality. The Hiawatha West Project will strengthen connections between communities in southeastern Wisconsin and the greater Chicago region, benefiting residents, businesses, and visitors alike.

The City of Watertown, in consultation with Amtrak, has worked to identify a location for the Amtrak station that works for the host railroad CPKC, Amtrak, and our community. This station will provide a strategic and accessible rail connection for our residents and surrounding areas, foster economic growth, and integrate rail service with our local and regional transportation network.

To demonstrate our commitment to this project, the City of Watertown pledges a **\$65,000 local match**, which will be directed toward the **improvements in Watertown**. This investment reflects

our strong belief in the long-term value of the Hiawatha West Project and our willingness to in delivering critical infrastructure improvements.

The project also advances key transportation priorities by improving safety at grade crossings, reducing roadway congestion, and offering a safe and reliable travel option. These benefits align with the City’s commitment to regional connectivity and economic opportunity.

We respectfully request the Federal Railroad Administration support the Hiawatha West Project through the CRISI program. This investment will deliver lasting benefits to Watertown and the broader region.

Thank you for your consideration.

.

Sincerely,

Robert Stocks  
Mayor  
City of Watertown

cc: Wisconsin Department of Transportation  
Amtrak

# MEMO

## Engineering Division of the Public Works Department

**To:** Mayor Stocks and Plan Commission Members  
**From:** Andrew Beyer, P.E. Public Works Director  
**Date:** June 3, 2026  
**Subject:** Final Dedication of Public Improvements in the Rock River Ridge Subdivision, Phase I

### Background

The Greater Watertown Community Health Foundation (GWCHF) is seeking Plan Commission support for a final public infrastructure dedication within the Rock River Ridge Phase I Subdivision. This dedication would be a prerequisite to seeking final reimbursement for completed street & utility construction.

In June 2025, partial dedication of improvements was approved, and partial reimbursement was issued (excluding the final asphalt surface course) in advance of home construction and associated heavy equipment traffic within the subdivision phase. The Foundation intends to dedicate the remainder of the completed public infrastructure. This includes repairs to the base asphalt surface course, the final asphalt surface course, and other miscellaneous punch list repairs.

The Plan Commission is tasked to review and recommend final dedication, followed by final approval via resolution from the Common Council.

Final reimbursement would be issued per the process outlined in the Development Agreement, following submission of a Reimbursement Request and contingent upon right-of-way improvement dedication.

### Budget Goal

1. Encourage community growth by assessing opportunities, involving ALL stakeholders, environmental needs, modern code and policy priorities.



# MEMO

## Financial Impact

Funds for public infrastructure reimbursement are included in the City's adopted budget.

## Recommendation

City staff recommends that the Plan Commission approves the final public infrastructure dedication to allow the developer to move forward with formal submittal and reimbursement steps, contingent on completion of punch list items identified by city staff. The attached draft resolution would then be reviewed by Common Council for final approval.

**RESOLUTION TO  
ACCEPT IMPROVEMENTS THROUGH FINAL COMPLETION FOR  
ROCK RIVER RIDGE PHASE I SUBDIVISION LOCATED IN THE CITY  
OF WATERTOWN**

**SPONSOR: MAYOR STOCKS  
FROM: PLAN COMMISSION**

**WHEREAS**, the Greater Watertown Community Health Foundation (Developer) has completed public right-of-way improvements for Phase I of the Rock River Ridge Subdivision as shown on the approved and recorded final plat of said subdivision and recorded Subdivision Development Agreement recorded with the Jefferson County, WI Register of Deeds; and,

**WHEREAS**, the Rock River Ridge Phase I subdivision improvements are considered complete; and,

**WHEREAS**, the Developer has submitted the following documentation as evidence that said improvements were made in accordance with the design standards agreed upon between the Developer and the City of Watertown:

- Certificate of Completion executed by the Developer
- Completed punch list as identified by City staff
- Applicable sanitary sewer and water main testing results
- Applicable contractor and subcontractor lien waivers
- Applicable construction material testing results
- Utility as-built plans signed and stamped by a professional engineer licensed in the State of Wisconsin

**WHEREAS**, the Plan Commission has reviewed and has recommended acceptance of public improvements for the Rock River Ridge Phase I subdivision through final completion; and,

**WHEREAS**, the Common Council of the City of Watertown, Wisconsin, hereby approves of those public infrastructure facilities constructed through final completion within the approved final plat of the Rock River Ridge Phase I Subdivision Development in conformance with applicable City Ordinance and design standards and as developed and dedicated by the Developer.

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

Public improvements for Rock River Ridge Phase I Subdivision constructed through final completion are hereby accepted by the City.

	YES	NO
DAVIS		
LAMPE		
BERG		
NITECKI		
BLANKE		
SMITH		
ARNETT		
HAASE		
MOLDENHAUER		
MAYOR STOCKS		
TOTAL		

ADOPTED June 16, 2026

\_\_\_\_\_  
CITY CLERK

APPROVED June 16, 2026

\_\_\_\_\_  
MAYOR