



**PLAN COMMISSION MEETING AGENDA**

**MONDAY, FEBRUARY 10, 2025 AT 4:30 PM**

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

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**Virtual Meeting**

**Info:** <https://us06web.zoom.us/j/2371460557?pwd=UXJvqLXKCdw12jl4jl1b7GIUPaClat.1&omn=85491451526or> by calling 1-646-931-3860 and using Meeting ID: 237 146 0557 Passcode: 144391

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. Plan Commission minutes from January 13, 2025

**3. BUSINESS**

- A. Review and take action: 204 N. First Street – Certified Survey Map (CSM) Review
- B. Review and take action: W4510 Ebenezer Drive Extraterritorial Certified Survey Map (CSM) Review
- C. Review and take action: 510 S. Second Street Approval to Purchase Property for Health Department
- D. Initial Review and Set Public Hearing Date: 1220 Wilbur Street Comprehensive Plan Amendment
- E. Discussion Only: Concept Review for Clark and Mary Street potential development

**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*

**PLAN COMMISSION  
MINUTES  
January 13, 2025**

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

**The following members were present:** Mayor McFarland, Alderman Blanke, Beyer, Krueger (Virtual), Lampe, Talaga, Zirbes

**Also in attendance:** Sydney and Brent Olson

**1. Call to order (4:30pm)**

**2. Approval of Minutes**

**A. Site Plan Review minutes December 9, 2024**

**B. Plan Commission minutes December 9, 2024**

Motion to approve both Plan Commission minutes was made by Lampe and seconded by Blanke, passed on unanimous voice vote.

**3. Business**

**A. Review and take action:** W5366 County Road T Extraterritorial Certified Survey Map (CSM) Review

Brian Zirbes presented the request for a CSM for W5366 CTY T.

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

**B. Review public hearing comments and take action:** Hunter Oaks Planned Development Amendment

No public comments.

Motion to recommend to Council made by Blanke, seconded by Talaga and passed on a unanimous voice vote.

All materials discussed at this meeting can be found at:

<https://mccmeetings.blob.core.usgovcloudapi.net/watertwnwi-pubu/MEET-Packet-067672b528ef482381ec774087d393e0.pdf>

**4. Adjournment**

Motion to adjourn was made by Lampe and seconded by Beyer and passed on a unanimous voice vote. (4:34pm)

Respectfully Submitted,

Alderman Brad Blanke



Main Office 920-262-4060	Brian Zirbes 920-262-4041	Mark Hady 920-342-0986
Nikki Zimmerman 920-262-4045	Dell Zwieg 920-262-4042	
Doug Zwieg 920-262-4062	Dennis Quest 920-262-4061	

TO: Plan Commission  
 DATE: February 10<sup>th</sup>, 2024  
 SUBJECT: 204 N First St – Preliminary Certified Survey Map (CSM)

A request by the City of Watertown to create a Certified Survey Map (CSM) within the City of Watertown.  
 Parcel PIN(s): 291-0815-0421-022

#### SITE DETAILS:

Parent Parcel Acres: 1.09 acres  
 Proposed Lot Size(s): Lot 1 – 1.23 acres (53,421 S.F.)  
 Jurisdiction: City of Watertown

#### BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to create a one lot CSM to prepare this location for future development. This proposed lot will also incorporate the vacated portion of Jones St on the north end of the proposed lot. The CSM reserves the right for the City to require the creation of several easements (sewer, water, storm sewer, riverwalk) at a future date when the lot is transferred from City ownership. The proposed lot is located within the Airport Approach Protection Zone with a maximum elevation of 968 feet above mean sea level for all buildings and vegetation. A note indicating this elevation has been added to the CSM. The existing ROW on N First St is sufficient in this location.

#### PLAN COMMISSION OPTIONS:

The following possible options for the Plan Commission:

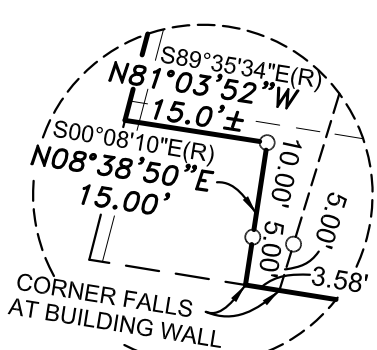
1. Deny the preliminary CSM.
2. Approve the preliminary CSM without conditions.
3. Approve the preliminary CSM with other conditions as identified by the City of Watertown Plan Commission:

#### ATTACHMENTS:

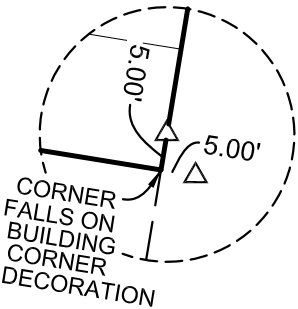
- Application materials.

**CERTIFIED SURVEY MAP No. \_\_\_\_\_**

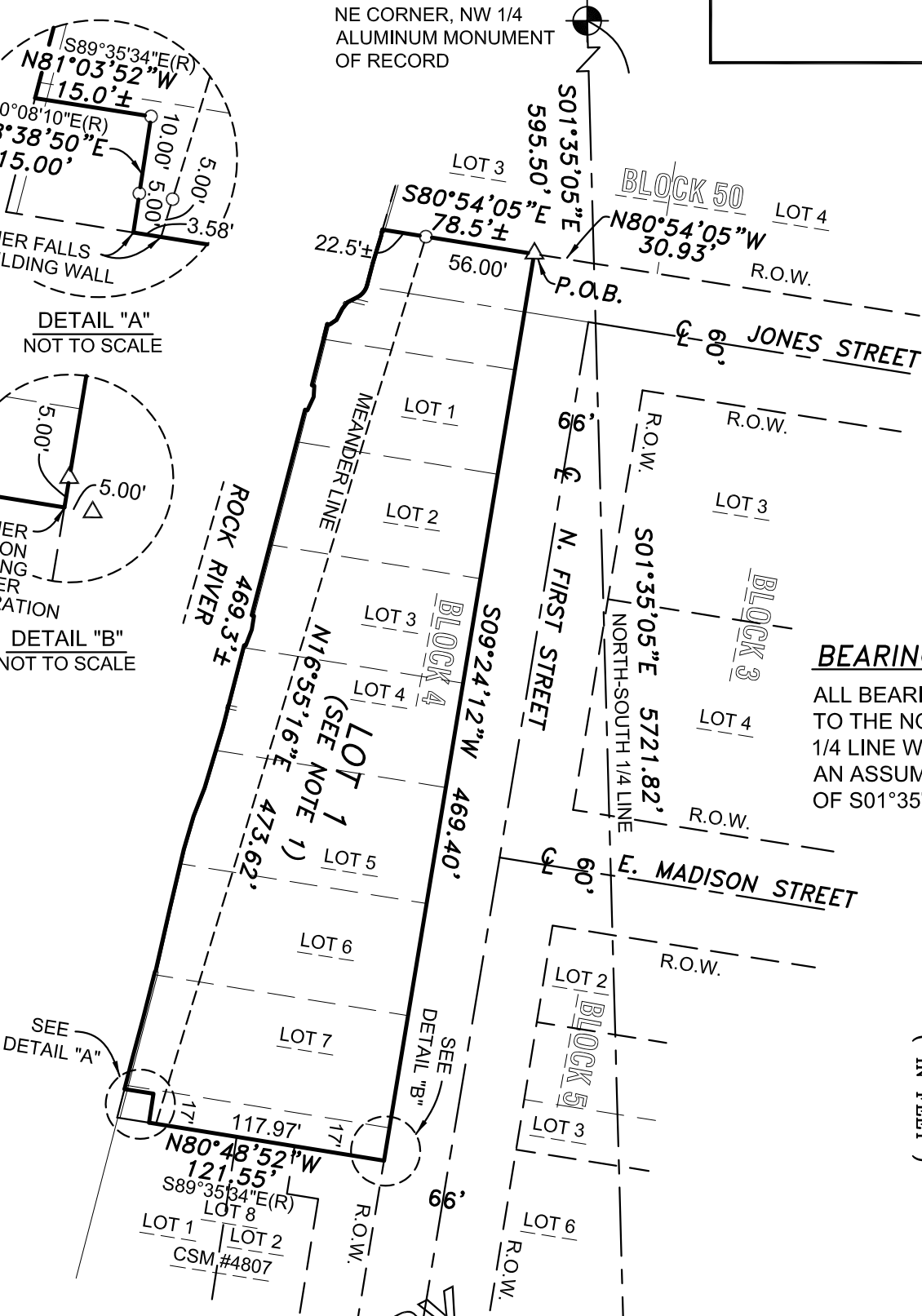
BEING VACATED JONES STREET AND LOTS 1-7 AND A PART OF LOT 8  
OF BLOCK 4 OF CITY OF WATERTOWN EAST SIDE LOCATED IN  
GOVERNMENT LOT 1 OF SECTION 4, T8N, R15E, CITY OF  
WATERTOWN, JEFFERSON COUNTY, WISCONSIN.



DETAIL "A"  
NOT TO SCALE

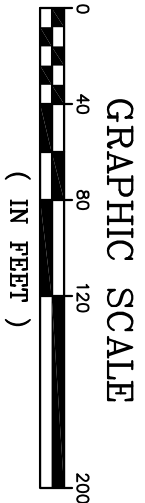


DETAIL "B"  
NOT TO SCALE



**BEARING BASIS:**

ALL BEARINGS REFER  
TO THE NORTH-SOUTH  
1/4 LINE WHICH HAS  
AN ASSUMED BEARING  
OF S01°35'05"E



**LEGEND**

- 3/4"x18" IRON REBAR (1.502 lbs/lin ft)  
w/ORANGE PLASTIC CAP STAMPED  
'J.C. KANNARD P.L.S. S-2248' SET
- SECTION CORNER FOUND AS NOTED
- △ MAG NAIL SET
- (R) RECORDED AS

SE CORNER, SW 1/4  
MAG NAIL  
OF RECORD

PRELIMINARY

**SOUTHWEST**

SURVEYING & ASSOCIATES, Inc.

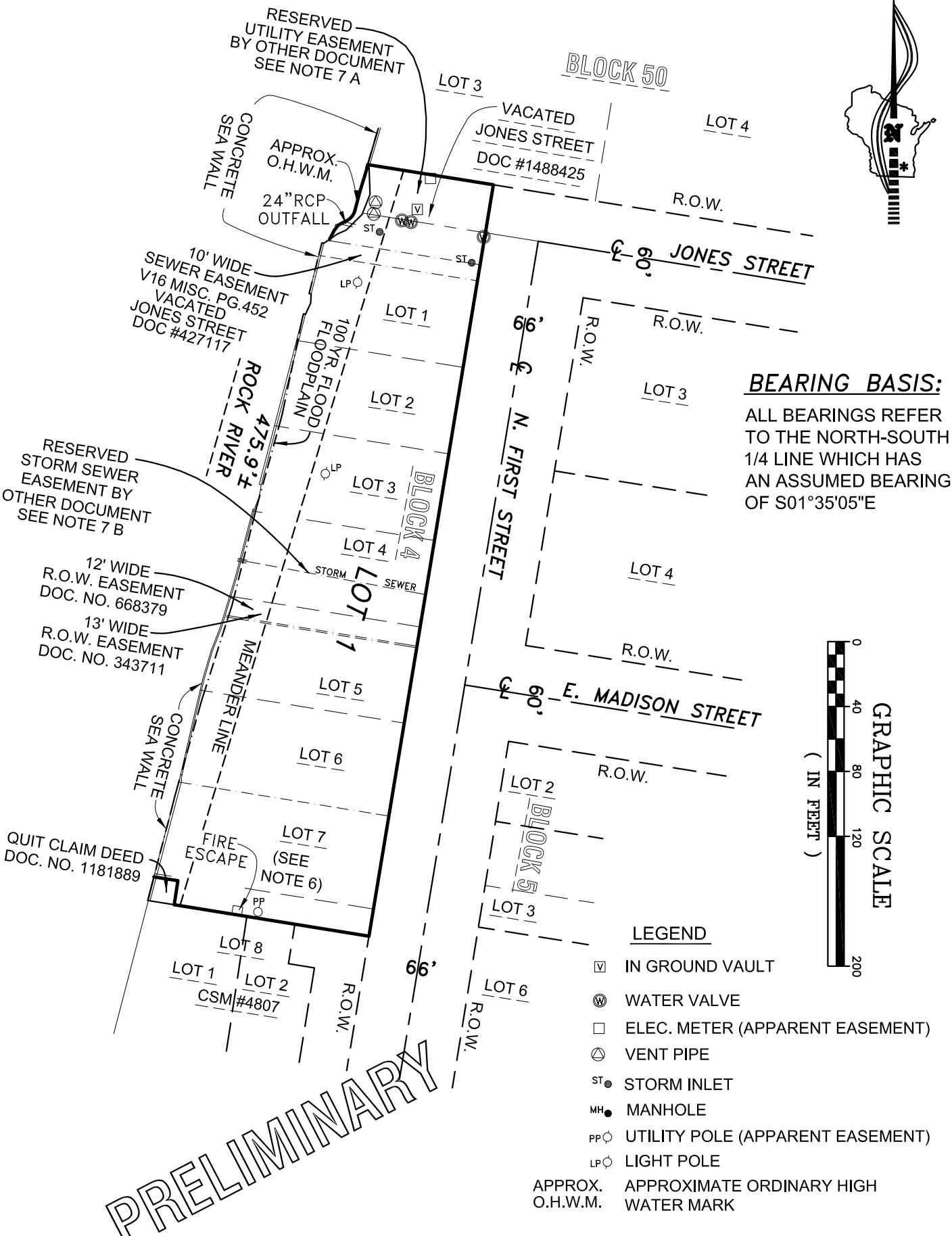
W1065 COUNTY ROAD CI, HELENVILLE, WI. 53137  
262-495-4910  
920-674-4884

JOB No.: W-224130  
DATE: NOVEMBER 18, 2024  
REVISED: JANUARY 27, 2025  
SHEET 1 OF 4



CERTIFIED SURVEY MAP No. \_\_\_\_\_

BEING VACATED JONES STREET AND LOTS 1-7 AND A PART OF LOT 8 OF BLOCK 4 OF CITY OF WATERTOWN EAST SIDE LOCATED IN GOVERNMENT LOT 1 OF SECTION 4, T8N, R15E, CITY OF WATERTOWN, JEFFERSON COUNTY, WISCONSIN.



SOUTHWEST

SURVEYING & ASSOCIATES, Inc.

W1065 COUNTY ROAD CI, HELENVILLE, WI. 53137  
262-495-4910  
920-674-4884

JOB No.: W-224130  
DATE: NOVEMBER 18, 2024  
REVISED: JANUARY 24, 2025  
SHEET 2 OF 4

CERTIFIED SURVEY MAP No. \_\_\_\_\_

BEING VACATED JONES STREET AND LOTS 1-7 AND A PART OF LOT 8 OF BLOCK 4 OF CITY OF WATERTOWN EAST SIDE LOCATED IN GOVERNMENT LOT 1 OF SECTION 4, T8N, R15E, CITY OF WATERTOWN, JEFFERSON COUNTY, WISCONSIN.

NOTES:

- 1) Lot 1 contains 53,421± Square Feet or 1.226± Acres
- 2) Any land below the ordinary high water marks of lake or navigable stream is subject to the public trust in navigable waters that is established under Article IX, Section 1, of the State Constitution.
- 3) Approximate Ordinary High Water Mark is shown for reference only.
- 5) Flood Plain elevation varies. See Flood Insurance Study of Jefferson County and Incorporated Areas, Revised February 4, 2015.
- 5) Lot 1 has an Airport Protection Zone elevation limit of 968 feet above sea mean level for all buildings, structures and objects of natural growth; whether or not such buildings, structures and objects of natural growth are in existence.
- 6) This lot includes those certain rights articulated in Document Number 668628.
- 7) The following reserved future easement areas are to be created at time of transfer by separate document:
  - A.) A 60 foot Easement covering vacated Jones Street
  - B.) Storm sewer easement
  - C.) An easement for the riverwalk (approx. the western 20 feet of Lot 1 along the Rock River)

SURVEYOR'S CERTIFICATE

I, John C. Kannard, Professional Land Surveyor No. 2248, hereby certify:

That I have surveyed, divided, mapped this Certified Survey Map being vacated Jones Street and Lots 1-7 and a part of Lot 8 of Block 4 of City of Watertown East side located in Government Lot 1 of Section 4, T8N, R15E, City of Watertown, Jefferson County, Wisconsin, bounded and described as follows:

Commencing at the Aluminum Monument that marks the Northeast corner of the NW 1/4 of said Section 4; Thence S01°35'05"E, along the North-South 1/4 line, a distance of 595.50 feet, to the Northerly Right of Way line of Jones Street; Thence N80°54'05"W, along said Northerly Right of Way Line, a distance of 30.93 feet, to the Northeast corner of Vacated Jones Street and to a Set MAG Nail that marks the the POINT OF BEGINNING of the lands to be described; Thence S09°24'12"W, along the Westerly Right of Way line of N. First Street, a distance of 469.40 feet, to the South line of the North 17 feet of Lot 8 of Block 4 of the City of Watertown East Side (a recorded subdivision); Thence N80°48'52"W, along the South line of the North 17 feet of said Lot 8, a distance of 117.97 feet, to a Meander line (said meander being N16°55'16"E 473.62 feet); Thence continue N80°48'52"W, along said line, a distance of 3.57 feet, to the Easterly line of lands described in Quit Claim Deed Document No. 1181889; Thence N08°38'50"E, along said Easterly line, a distance of 15.00 feet, to the Northerly line of said Document No. 1181889 and to a Set 3/4"x18" Iron Rebar (1.502 lbs/ lin ft) with an orange plastic cap stamped "J.C. Kannard P.L.S. S-2248(Set 3/4"Rebar); Thence N81°03'52"W, along said Northerly line, a distance of 15.0 feet, more or less, to the Rock River; Thence Northeasterly long said Rock River, a distance of 469.3 feet more or less, to the North line of Vacated Jones Street; Thence S80°54'05"E, along said North line, a distance of 22.5 feet, more or less, to a Set 3/4" Rebar that marks a Meander line; Thence continue S80°54'05"E, along said North line, a distance of 56.00 feet, to the POINT OF BEGINNING, containing 53,421square feet or 1.226 acres of land, more or less.

Subject to all rights, reservations, restrictive covenants and easements of record.

**CERTIFIED SURVEY MAP No.\_\_\_\_\_**

BEING VACATED JONES STREET AND LOTS 1-7 AND A PART OF LOT 8 OF BLOCK 4 OF CITY OF WATERTOWN EAST SIDE LOCATED IN GOVERNMENT LOT 1 OF SECTION 4, T8N, R15E, CITY OF WATERTOWN, JEFFERSON COUNTY, WISCONSIN.

I further certify that I have made this survey and map under the direction of City of Watertown, owner of said lands, and that this Certified Survey Map is a correct representation of the boundary surveyed and described and that I have complied fully with the provisions of Chapter 236.34 of the State of Wisconsin Statutes, and the Subdivision Ordinance of Jefferson County, Wisconsin in surveying and mapping same.

Certified this 18th day of November, 2024  
Revised this 27th day of January, 2025

\_\_\_\_\_  
John C. Kannard, P.L.S. 2248

PRELIMINARY

**CITY OF WATERTOWN PLAN COMMISSION APPROVAL:**

This Certified Survey Map is hereby approved by the Plan Commission of the City of Watertown.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2025





\_\_\_\_\_  
Emily McFarland, Mayor

I hereby certify that the foregoing is a true and correct copy of a Certified Survey Map adopted by the Plan Commission of the City of Watertown.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Megan Dunneisen, City Clerk



	City Boundary		Common Areas	Address Labels	 <p>THE CITY OF <b>WATERTOWN</b> <i>Opportunity runs through it.</i></p>	
	Parcel Boundary		Address Points	Acreage		

City of Watertown Geographic Information System

Scale: 1:1,234      Printed on: February 3, 2017  
 SCALE BAR = 1"      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 interest inaccuracies occur during the compilation process. City of Watertown makes no warranty whatsoever concerning this information.

Main Office  
920-262-4060

Brian Zirbes  
920-262-4041

Mark Hady  
920-342-0986

Nikki Zimmerman  
920-262-4045

Dell Zwieg  
920-262-4042

Doug Zwieg  
920-262-4062

Dennis Quest  
920-262-4061

TO: Plan Commission  
DATE: February 10<sup>th</sup>, 2025  
SUBJECT: W4510 Ebenezer Drive - Extraterritorial Certified Survey Map (CSM)

A request by Rebecca Yenser to create a two-lot Certified Survey Map (CSM) within the City of Watertown 3-mile extraterritorial plat review jurisdiction. Parcel PIN(s): 032-0815-2922-000

SITE DETAILS:

Parent Parcel Acres: 27.16  
Proposed Lot Size(s): Lot 1 – 3.0 acres & Lot 2 – 2.0 acres.  
Jurisdiction: Town of Watertown

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to create a two-lot Certified Survey Map with road access to Ebenezer Drive. The purpose of the lot is to split an existing house and outbuildings from the larger parcel and to create a second buildable lot. The proposed lots are located within the Airport Approach Protection Zone with a maximum elevation of 968 feet above mean sea level for all buildings and vegetation. A note indicating this elevation has been added to the CSM. Ebenezer Drive is identified in the 2019 City of Watertown Comprehensive Plan as having an expanded right-of-way of 100ft (50ft from centerline) in this location. ROW meeting this requirement has been dedicated on the CSM

PLAN COMMISSION OPTIONS:

The following possible options for the Plan Commission:

1. Deny the preliminary extraterritorial CSM.
2. Approve the preliminary extraterritorial CSM without conditions.
3. Approve the preliminary CSM with other conditions as identified by the Plan Commission:

ATTACHMENTS:

- Application materials.





**JEFFERSON COUNTY**  
**WISCONSIN**  
Explore. Thrive. Belong.

**JEFFERSON COUNTY**  
**PLANNING AND DEVELOPMENT DEPARTMENT**  
**ZONING DIVISION**

Room C1040  
311 S Center Ave  
Jefferson, WI 53538

[zoning@jeffersoncountywi.gov](mailto:zoning@jeffersoncountywi.gov)  
Phone: 920-674-7130  
Fax 920-674-7525

**Decision of Planning and Zoning Committee**

**DATE:** January 29, 2025  
**TO:** J. Kropf Trust/Michael & Rebecca Yenser  
**FROM:** Matt Zangl, Director of Planning and Zoning  
**RE:** Petition R4583A-24 – W4510 Ebenezer Drive

*3m* 1/29/25

The Jefferson County Planning and Zoning Committee met on Monday, January 27, 2025, to consider rezone petition R4583A-24 to create a 2-acre A-3 zoned residential lot at W4510 Ebenezer Drive from PIN 032-0815-2922-000 (27.16 ac) in the Town of Watertown, did hereby recommend that the petition in question be approved with a change.

Specifically, the approval is for a one-acre residential lot that would be clustered next to the farm consolidation lot and across from the house on the south side of Ebenezer Drive. The committee reduced the size of the lot to meet the Comp Plan/Farmland Preservation Plan and Ordinance. If a different location is proposed, it would need to go back to the committee for their consideration.

If you have further questions, please contact our office at 920-674-7130 to discuss this rezone petition.

cc: Town of Watertown

JEFFERSON COUNTY  
PRELIMINARY REVIEW FOR CERTIFIED SURVEY

A PART OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 29,  
TOWNSHIP 08 NORTH, RANGE 15 EAST, TOWN OF WATERTOWN,  
JEFFERSON COUNTY, WISCONSIN

OWNER: MICHAEL L. YENSER &  
REBECCA L. FRESON  
  
ADDRESS: W4368 EBENEZER DR  
WATERTOWN, WI 53094  
  
PHONE: 920.261.7160  
  
SURVEYOR: KW SURVEYING  
ANDREW WILKOWSKI, S-3121  
  
ADDRESS: 725 PALMYRA ST. PO BOX 32  
SULLIVAN, WI 53178  
  
PHONE: 608.622.6665

Note to Be Placed on Final CSM

Petition # \_\_\_\_\_ Zoning \_\_\_\_\_  
Check for subsequent zoning changes with Jefferson County Zoning Department.

INTENT AND DESCRIPTION OF  
PARCEL TO BE DIVIDED:

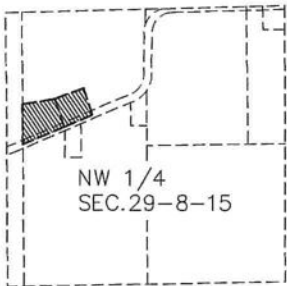
☐ REZONE

DATE  
SUBMITTED: \_\_\_\_\_

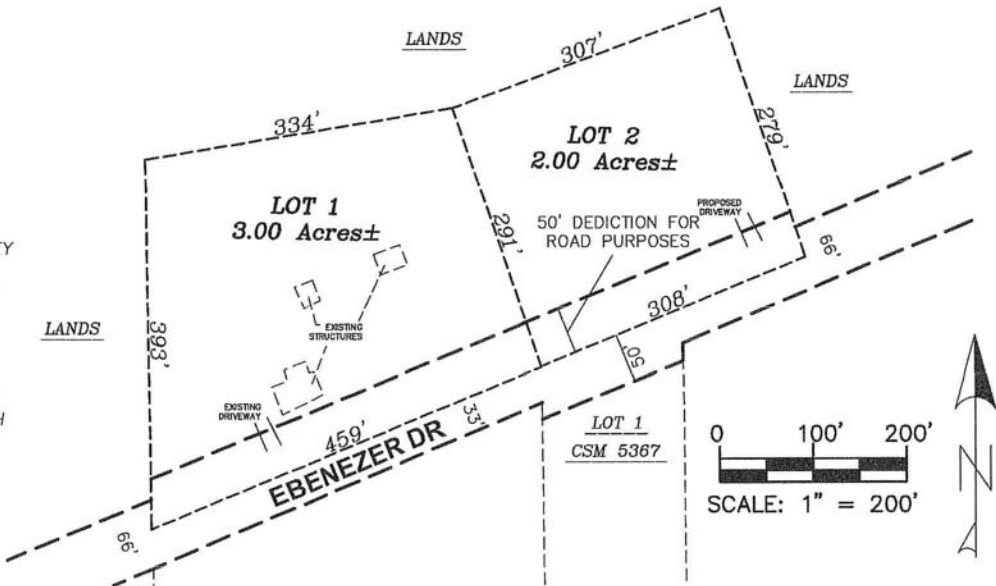
REVISED: \_\_\_\_\_

IN ADDITION TO THE INFO REQUIRED BY SEC 236.34 OF  
STATE STATUTES, SEC 15.04(f) OF THE JEFFERSON  
COUNTY LAND DIVISION/SUBDIVISION ORDINANCE  
REQUIRES THAT THE FOLLOWING BE SHOWN:

- ☐ EXISTING BUILDINGS, WATERCOURSES, DRAINAGE  
DITCHES AND OTHER FEATURES PERTINENT TO THE  
PROPER DIVISION.
- ☐ LOCATION OF ACCESS TO A PUBLIC ROAD, APPROVED  
BY THE AGENCY HAVING JURISDICTION OVER THE  
ROAD.
- ☐ ALL LANDS RESERVED FOR FUTURE PUBLIC  
ACQUISITION.
- ☐ DATE OF THE MAP.
- ☐ GRAPHIC SCALE.



THIS PRELIMINARY CERTIFIED SURVEY  
MAP HAS AN AIRPORT APPROACH  
PROTECTION ZONE ELEVATION LIMIT  
OF 968 FEET ABOVE MEAN SEA  
LEVEL FOR ALL BUILDINGS,  
STRUCTURES AND OBJECTS OF  
NATURAL GROWTH; WHETHER OF  
NOT SUCH BUILDINGS, STRUCTURES  
AND OBJECTS OF NATURAL GROWTH  
ARE IN EXISTENCE.



CITY OF WATERTOWN PLAN COMMISSION APPROVAL CERTIFICATE  
(EXTRATERRITORIAL):

THIS PRELIMINARY CERTIFIED SURVEY MAP, IN THE CITY OF WATERTOWN  
EXTRATERRITORIAL JURISDICTION, IS HEREBY APPROVED BY THE PLAN  
COMMISSION OF THE CITY OF WATERTOWN.

APPROVED AS OF THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

Town Board Approval \_\_\_\_\_ Date: \_\_\_\_\_  
(Includes Access Approval If Applicable)  
County Highway Approval \_\_\_\_\_ Date: \_\_\_\_\_  
(If Applicable)  
County Surveyor Approval \_\_\_\_\_ Date: \_\_\_\_\_  
Zoning Office Approval \_\_\_\_\_ Date: \_\_\_\_\_

EMILY MCFARLAND, MAYOR

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF  
A CERTIFIED SURVEY MAP ADOPTED BY THE PLAN COMMISSION OF THE CITY  
OF WATERTOWN.

MEGAN DUNNEISEN, CITY CLERK

**CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

A DIVISION OF LAND LOCATED IN THE NORTHEAST QUARTER OF THE  
NORTHWEST QUARTER OF SECTION 23, TOWNSHIP 08 NORTH, RANGE 15 EAST,  
TOWN OF WATERTOWN, JEFFERSON COUNTY, WISCONSIN

**OWNERS CERTIFICATE**

KELVIN L. BUSKE AND VONNIE L. BUSKE, AS OWNERS, DO HEREBY CERTIFY THAT SAID OWNERS HAVE CAUSED THE LAND DESCRIBED ON THE CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, DEDICATED AND MAPPED AS REPRESENTED HEREON, SAID OWNERS FURTHER CERTIFIES THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S.236.34, WISCONSIN STATUTES TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL:

- i) JEFFERSON COUNTY PLANNING AND ZONING
- ii) TOWN OF WATERTOWN

\_\_\_\_\_  
KELVIN L. BUSKE (OWNER)

OCTOBER 01, 2024  
REVISED OCTOBER 06, 2024



\_\_\_\_\_  
VONNIE L. BUSKE (OWNER)

STATE OF WISCONSIN ) SS  
JEFFERSON COUNTY ) SS

PERSONALLY CAME BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024, THE ABOVE NAMED  
KELVIN L. BUSKE AND VONNIE L. BUSKE, TO ME KNOWN TO BE THE PERSONS WHO EXECUTED THE FOREGOING  
INSTRUMENT, AND ACKNOWLEDGED THE SAME.

\_\_\_\_\_  
NOTARY PUBLIC, JEFFERSON COUNTY, WISCONSIN

\_\_\_\_\_  
MY COMMISSION EXPIRES

**JEFFERSON COUNTY APPROVAL**

APPROVED BY THE JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE ON THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 2024,

\_\_\_\_\_  
MATT ZANGL, DIRECTOR

**CITY OF WATERTOWN PLAN COMMISSION APPROVAL CERTIFICATE (EXTRATERRITORIAL) :**

THIS CERTIFIED SURVEY MAP, IN THE CITY OF WATERTOWN EXTRATERRITORIAL JURISDICTION, IS HEREBY APPROVED  
BY THE PLAN COMMISSION OF THE CITY OF WATERTOWN.

APPROVED AS OF THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

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

\_\_\_\_\_  
EMILY MCFARLAND, MAYOR

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF A CERTIFIED SURVEY MAP ADOPTED  
BY THE PLAN COMMISSION OF THE CITY OF WATERTOWN.

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

\_\_\_\_\_  
MEGAN DUNNEISEN, CITY CLERK

**TOWN OF WATERTOWN APPROVAL**

APPROVED BY THE TOWN OF WATERTOWN ON THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 2024,

**JEFFERSON COUNTY HIGHWAY APPROVAL**

RESOLVED, COUNTY HIGHWAY "D" BEING DEDICATED TO THE PUBLIC ON THIS MAP IN THE TOWN OF WATERTOWN,  
KELVIN L. & VONNIE L. BUSKE, OWNERS, IS HEREBY APPROVED AND ACCEPTED BY JEFFERSON COUNTY.

\_\_\_\_\_  
DATE

SIGNED: \_\_\_\_\_  
BENJAMIN WEHMEIER, ADMINISTRATOR









City Boundary



Parcel Boundary



Common Areas



**City of Watertown Geographic Information System**

Scale: 1:20,936

SCALE BAR = 1"

Printed on: February  
Author:

14

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.

# MEMO

## Watertown Department of Public Health

To: Watertown Finance Committee

From: Carol Quest

Date: January 20, 2025

Subject: Parcel: 291-0815-0424-040/510 S Second Street

### Background

The Health Department currently operates several outreach programs that provide critical health services to our community. However, the existing facilities and spaces are becoming increasingly limited in their ability to meet the demand for these services. An additional lot and building would provide the necessary room to expand these programs, ensuring their success and accessibility. Specifically, the new lot and building would allow for:

- **Car Seat Checks:** Space for trained professionals to educate parents and caregivers on the correct installation and use of car seats, helping ensure child passenger safety.
- **Drive-through Immunization Clinics:** A safe, efficient environment for residents to receive immunizations without the need to leave their vehicles, especially beneficial for those with mobility challenges or time constraints.
- **Other Health Department Programs:** Additional space would allow for the seamless operation of and storage for various health programs as space becomes limited in our current building.

### Benefits to the Community:

The allocation of a new lot and building for Health Department use will provide numerous benefits to the community, including:

- **Increased Access to Health Services:** More space will allow for greater participation in vital health programs, especially for those who may otherwise face barriers to access.
- **Improved Public Health Outcomes:** By offering easier access to services like immunizations and child safety education, the community will see improved overall health and safety.

# MEMO

- **Enhanced Community Engagement:** The expanded capacity will support the Health Department's goal of reaching more residents and meeting their health needs in a timely and efficient manner.

The need for additional space to support the Health Department's critical programs has become urgent. The proposed lot and building would significantly enhance our ability to serve the community and contribute to the health and well-being of our residents. The Health Department has started a discussion with the Mayor, City Attorney, Public Works- Zoning, and Public Works- Engineering to look at the feasibility, code requirements, and program requirements.

## Budget Goal

4. Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities
5. Maintains a safe and healthy community, with an eye toward future needs and trends

## Financial Impact

The Health Department would be utilizing ARPA funding to purchase the land parcel, make required changes/updates to meet City of Watertown codes and construct a new building to meet Health Department program and service needs.

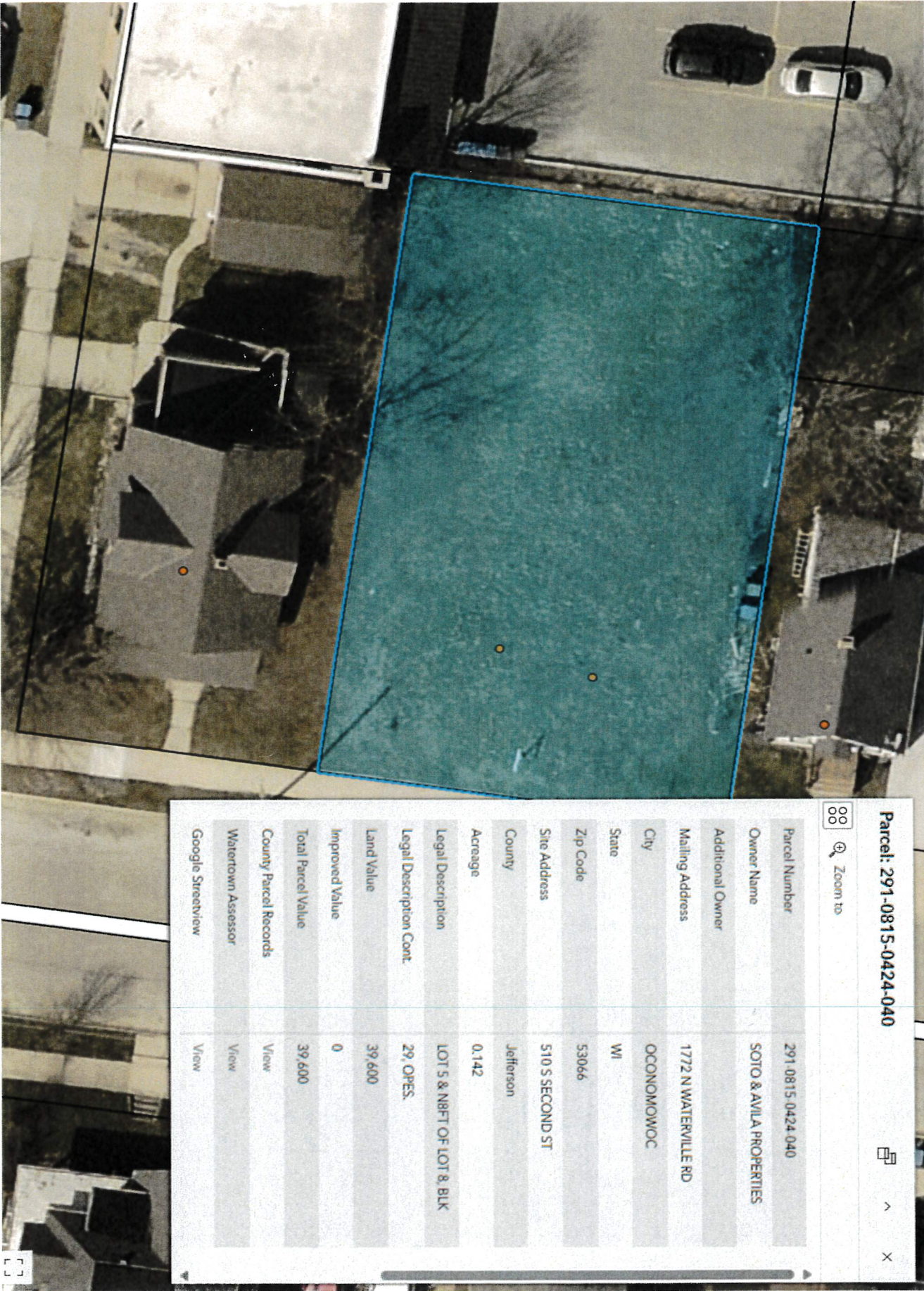
## Plan Commission Role

Pursuant to Wis. Stat. § 62.23(5) the acquisition of land for public grounds must be referred to the Plan Commission for a recommendation. The Plan Commission role is to review the proposed acquisition and make a recommendation to the Common Council as to whether the purchase of the real estate is in the interest of the City and its future plans. If the Plan Commission fails to make a recommendation within 30 days the Common Council may proceed without the input from the Plan Commission.

## Recommendation

I am asking the Plan Commission to recommend the Health Department's request to purchase an additional lot and proceed with the construction of a new building to accommodate vital public health programs, including car seat checks, drive-through immunization clinics, and other community health initiatives. The new lot and building will enhance accessibility and capacity to meet the growing health service needs of our community.



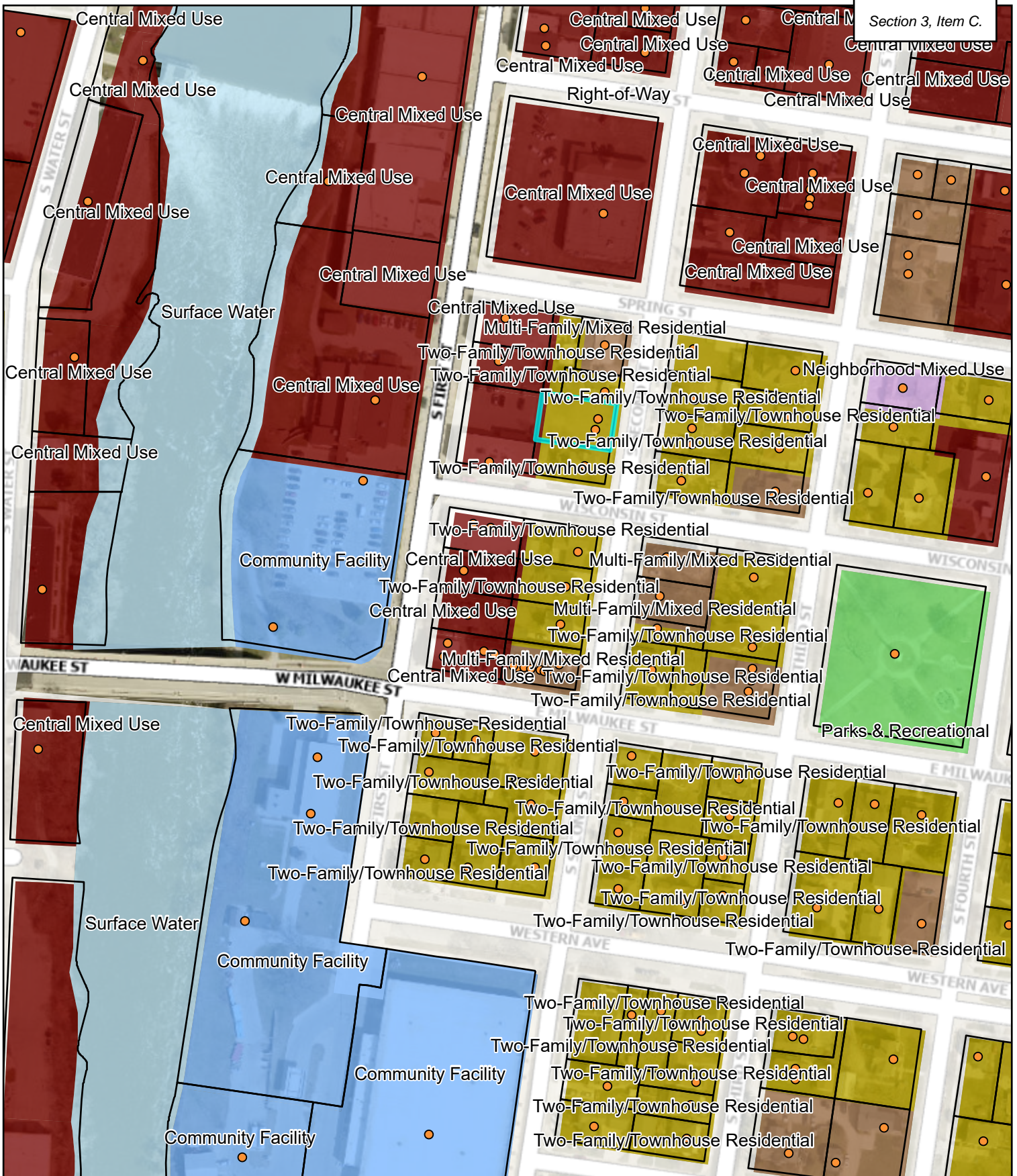


**Parcel: 291-0815-0424-040**

Zoom to

Parcel Number	291-0815-0424-040
Owner Name	SOTO & AVILA PROPERTIES
Additional Owner	
Mailing Address	1772 N WATERVILLE RD
City	OCONOMOWOC
State	WI
Zip Code	53066
Site Address	510 S SECOND ST
County	Jefferson
Acreage	0.142
Legal Description	LOT 5 & NBFT OF LOT 8, BLK
Legal Description Cont.	29, OPES.
Land Value	39,600
Improved Value	0
Total Parcel Value	39,600
County Parcel Records	<a href="#">View</a>
Watertown Assessor	<a href="#">View</a>
Google Streetview	<a href="#">View</a>





City Boundary	Surface Water	Neighborhood Mixed Use
Parcels Lines	Agriculture	Planned Business
Common Area	Single-Family Residential	Central Mixed Use
Address Points	Two-Family/Townhouse Residential	Planned Office
Address Labels	Multi-Family/Mixed Residential	Airport
Watertown Future Land Use 2019 Comp Plan	Planned Neighborhood	Community Facility
Right of Way	Planned Mixed Use	Public Park & Recreation

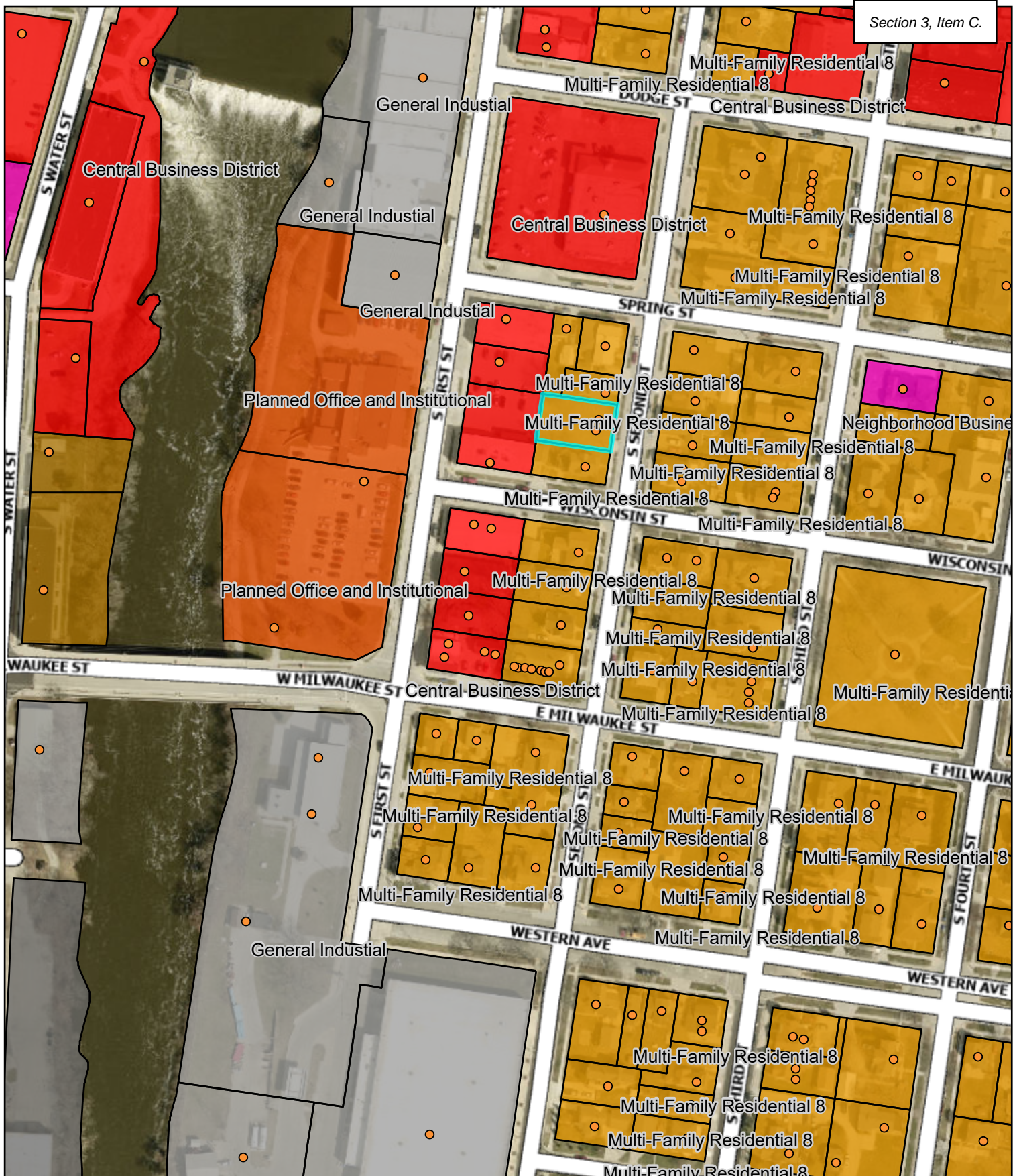
**THE CITY OF WATERTOWN**  
Opportunity runs through it.

**City of Watertown Geographic Information System**

Scale: 1:2,053      Printed on: January 18  
SCALE BAR = 1"      Author:

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	City Boundary		Two-Family Residential-6		Neighborhood Office		General Industrial
	Parcels Lines		Multi-Family Residential-8		Neighborhood Business		Heavy Industrial
	Common Area		Multi-Family Residential-10		Planned Business		Conditional Use
	Address Points		Senior Residential		General Business		Multiple Zoning
	Address Labels		Rural Holding		Central Business District		Unknown
	Base Zoning		Planned Office And Institutional		Planned Industrial		
	Single-Family Residential-4						



City of Watertown Geographic Information System

Scale: 1:2,053

SCALE BAR = 1"

Printed on: January  
Author:

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City Boundary

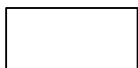


Address Points



Parcels Lines

Address Labels



Common Area



City of Watertown Geographic Information System

Scale: 1:2,053

SCALE BAR = 1"

Printed on: January  
Author:

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Main Office 920-262-4060	Brian Zirbes 920-262-4041	Mark Hady 920-342-0986
Nikki Zimmerman 920-262-4045	Dell Zwieg 920-262-4042	
Doug Zwieg 920-262-4062	Dennis Quest 920-262-4061	

TO: Plan Commission  
DATE: February 10<sup>th</sup>, 2024  
SUBJECT: Initial Review - Comprehensive Plan Amendment

A Comprehensive Plan Amendment request from Melissa Songco, agent for Habitat for Humanity of Waukesha and Jefferson Counties, to change the Future Land Use designation on parcels located at 1220 Wilbur St and 1220 W Main St. Parcel PIN: 291-0915-3233-033 & 291-0915-3233-041.

SITE DETAILS - 1220 Wilbur St and 1220 W Main St:

Acres: 0.80 acres each parcel  
Current Zoning: Two-Family Residential  
Existing Land Use: Vacant  
Future Land Use Designation: Institutional

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing a Comprehensive Plan Amendment to change the Future Land Use designation of two parcels from Institutional to Two-Family Residential. These parcels are currently part of the Madison College Campus. The College no longer needs these parcels and has put them for up sale for development. A condominium plat for this site with six twin-homes (12 units) is being proposed this site.

STAFF EVALUATION:

Land Use and Zoning:

Nearby Future Land Use designations include Two-Family Residential to the north and east. Planned Mixed Use Future Land Use exists to the south and Institutional Future Land Use exists to the west.

Nearby Zoning includes Two-Family Residential Zoning to the north and east. Planned Business Zoning exists to the south and Planned Office and Institutional Zoning exists to the west.

Wisconsin Statutes

Per the Wisconsin Statutes it is the role of the Plan Commission to prepare a Comprehensive Plan Amendment and recommend the amendment to Common Council.

*Per Wis. Stat. § 66.1001(4)(b):*

*(b) The plan commission or other body of a local governmental unit that is authorized to prepare or amend a comprehensive plan **may** recommend the adoption or amendment of a comprehensive plan only by adopting a resolution by a majority vote of the entire commission. The vote shall be recorded in the official minutes of the plan commission or other body. The resolution shall refer to maps and other descriptive materials that relate to one or more elements of a comprehensive plan.*

Comprehensive Plan Goals, Objectives, and General Policies:

The 2019 Watertown Comprehensive Plan includes goals, objectives, and general policies for the Plan Commission to consider when reviewing Comprehensive Plan amendments.

106 Jones Street • P.O. Box 477 • Watertown, WI 53094-0477 • Phone 920.262.4060

*Opportunity Runs Through It*

**Goal:**

1. *Promote a future land use pattern that is harmonious with the natural landscape, features visually attractive development, and is economically viable.*

**Objectives:**

1. *Ensure that a desirable balance and distribution of land uses is achieved.*
2. *Maintain high standards in the Zoning Ordinance for buildings, landscaping, signage, building materials, and parking lots.*
3. *Ensure that conflicts between neighboring land uses are minimized with logical land use transitions and bufferyards.*
4. *Utilize existing public facilities to serve new development whenever possible.*
5. *Coordinate land development with transportation system improvements.*
6. *Encourage City landowners to open up suitable undeveloped areas for new development as the need arises.*

**Policies:**

1. *Prioritize infill and redevelopment opportunities, especially downtown and along the river, before new greenfield development along the City's boundaries.*
2. *Direct new housing development in locations with convenient access to commercial and recreational facilities, transportation systems, schools, employment opportunities, and other necessary facilities and services.*
3. *Require all new development within Watertown's long-term growth area to be served with the full array of municipal services (e.g. sanitary sewer, storm sewer, municipal water, police, fire, etc.) unless covered by an intergovernmental agreement.*
4. *Encourage the strengthening of existing neighborhoods through maintenance of the existing housing stock, creative reuse of vacant or under-utilized buildings, and infill on vacant parcels.*
5. *Require all proposed residential developments to dedicate land, or pay a fee in lieu thereof, for public park, recreation, and open space acquisition and development.*
6. *Strive for compatibility of adjacent land uses by requiring site plan review for all multi-family residential, commercial, office, industrial, recreational, and institutional land uses.*
7. *Buffer incompatible land uses from each other through the strategic use of plant materials, decorative fences, walls, or berms.*
8. *Require new development and redevelopment projects to include high quality building design, landscaping, stormwater best management practices, and signage and to meet at least the minimum landscaping and performance standards as codified in the City's Zoning Ordinance.*
9. *Encourage that new residential development within the Planned Neighborhood designation comply with the City's historic housing mix. The desired mix of residential uses in any neighborhood should be mostly single-family (approximately 50 percent), generally with no more than 20 percent of dwelling units being duplex units and not more than 30 percent being multi-family units.*
10. *Require detailed development plans that include: (1) proposed land use pattern of the area; (2) recommended zoning for the area; (3) recommended lot pattern; (4) location of necessary municipal utilities; (5) locations of parks, open space, and civic or institutional buildings; (6) proposed street system that will serve the area; and (7) a development phasing timetable so the City can coordinate capital improvements with the development of the area.*
11. *Factor public health into the site plan review process through the addition of specific criteria in which new development, redevelopment, and infill development must address in order to integrate land use planning, transportation, and public health.*
12. *Work with Jefferson and Dodge Counties, in addition to all surrounding Townships on future land use planning within the City's Extraterritorial Jurisdiction to promote intergovernmental cooperation and a unified future planning of development and services. Seek intergovernmental agreements with all surrounding Townships.*
13. *Reevaluate the City's supply and demand for industrial land every 5 years.*
14. *Develop detailed neighborhood plans for the Bethesda campus between Milford Street and the Rock River in order to foster high-quality and well-planned future development.*

**PLAN COMMISSION OPTIONS:**

The following possible options for the Plan Commission:

1. Set public hearing date for March 18th, 2025
2. Set public hearing to a later date.

**ATTACHMENTS:**

- Application materials.



### Habitat for Humanity Watertown Project Summary

Habitat for Humanity of Waukesha & Jefferson Counties intends to develop workforce housing on two vacant parcels located at 1220 W Main St and 1220 Wilbur St in Watertown, Wisconsin. The project will create homeownership opportunities for low- to moderate-income families by constructing high-quality, energy-efficient twin homes that align with the existing residential character of the neighborhood. Habitat's model ensures long-term affordability through low-interest mortgages and sweat equity contributions from future homeowners, fostering financial stability and community investment.

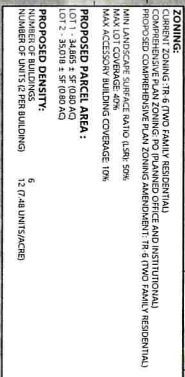
This project represents a commitment to strengthening the Watertown community by providing stable housing solutions that promote economic mobility and neighborhood growth. By transforming these underutilized parcels into homes for families, Habitat aims to increase local property values, encourage volunteer and donor engagement, and support the city's broader housing initiatives. Additionally, these housing units will help support the **expansion of local businesses** by providing affordable living options for workers, ensuring that employers can attract and retain the talent needed to sustain and grow the local economy.

#### Project Details:

- Total Housing Units: 6 twin home buildings (12 units)
- Home Size: Each unit will be approximately 1,400 sq. ft. with 3 bedrooms and 1.5 bathrooms
- Key Features: starter homes with energy-efficient construction, open concept, modern amenities, and durable materials

The comprehensive plan currently designates these lots as institutional due to their ownership by Madison Area Technical College; however, the existing TR-6 (Two-Family Residential) zoning aligns with Habitat's planned development. The site is adjacent to an established residential neighborhood that integrates well with Habitat's mission and home designs. Initial conversations with neighbors have been incredibly positive, with strong community support for transforming this dormant site into much-needed workforce housing. Habitat for Humanity is dedicated to working with city officials, community partners, and residents to ensure this project is a lasting benefit to Watertown's future.





SHEET NO.	DESIGNED BY:	TS
	DRAWN BY:	TS
	CHECKED BY:	NI
	APPROVED BY:	NURDI
	PROJECT NO.	35374

HABITAT FOR HUMANITY  
WATERTOWN SITES  
WATERTOWN  
DODGE COUNTY, WISCONSIN

35374 - HTH EXHIBIT.DWG

COMPREHENSIVE PLAN AMENDMENT EXHIBIT

NOTE: DIMENSIONAL DATA IS NOT TO BE OBTAINED BY SCALING ANY PORTION OF THIS DRAWING

ISSUANCE	
AMENDMENT EXHIBIT	01/29/2025
X	<i>ad/</i>
X	<i>ad/</i>
X	<i>ad/</i>
X	<i>ad/</i>
X	<i>ad/</i>

2857 Bartells Drive  
Beloit, WI 53511  
(608) 365-4464

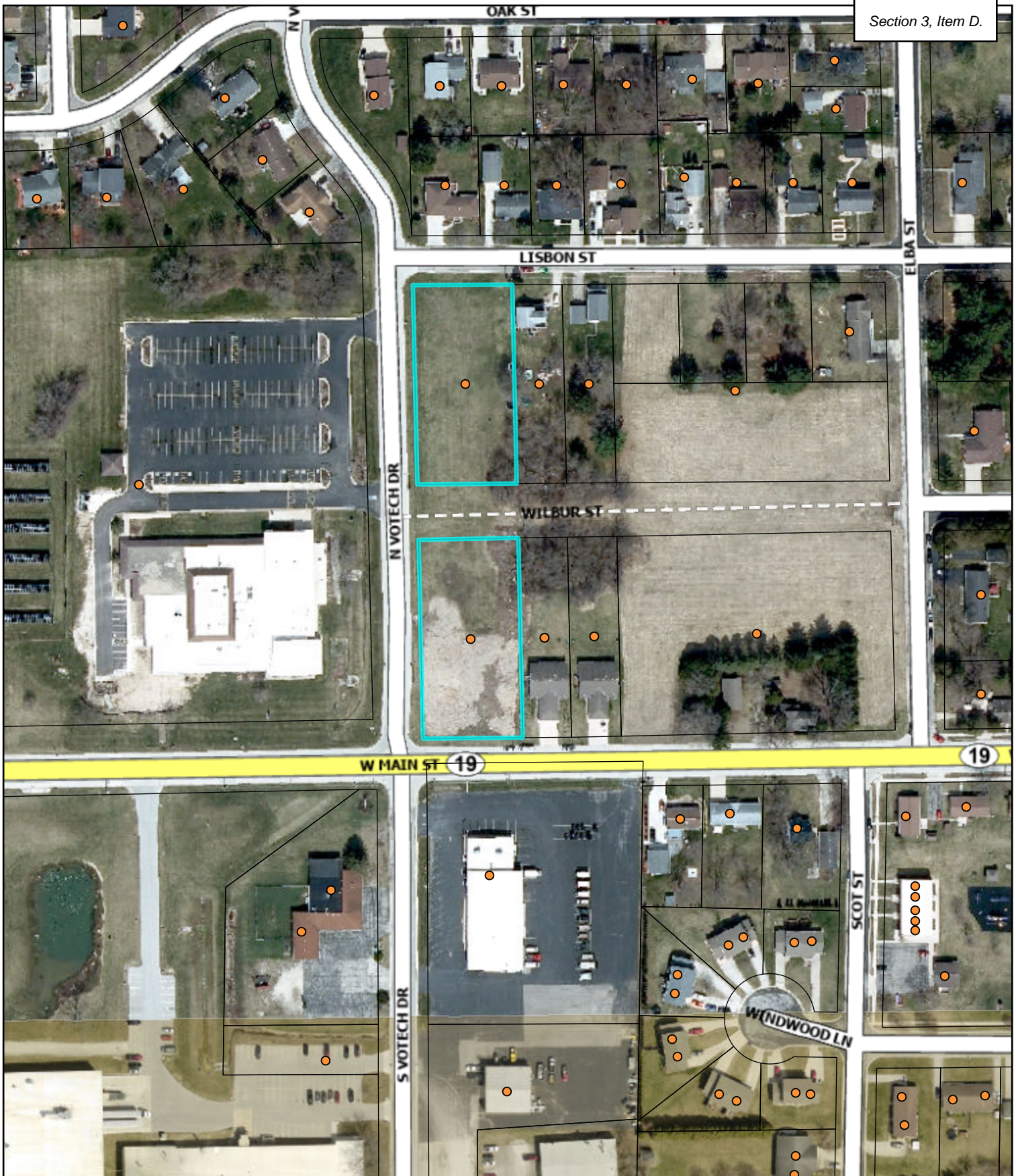
19 N. High Street  
Janesville, WI 53548  
(608) 743-9350

1040 N. Wisconsin St.  
Elkhorn, WI 53121  
(262) 379-2250

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City Boundary



Address Points



Parcel Boundary

Address Labels



Common Areas



**City of Watertown Geographic Information System**

Scale: 1:2,053

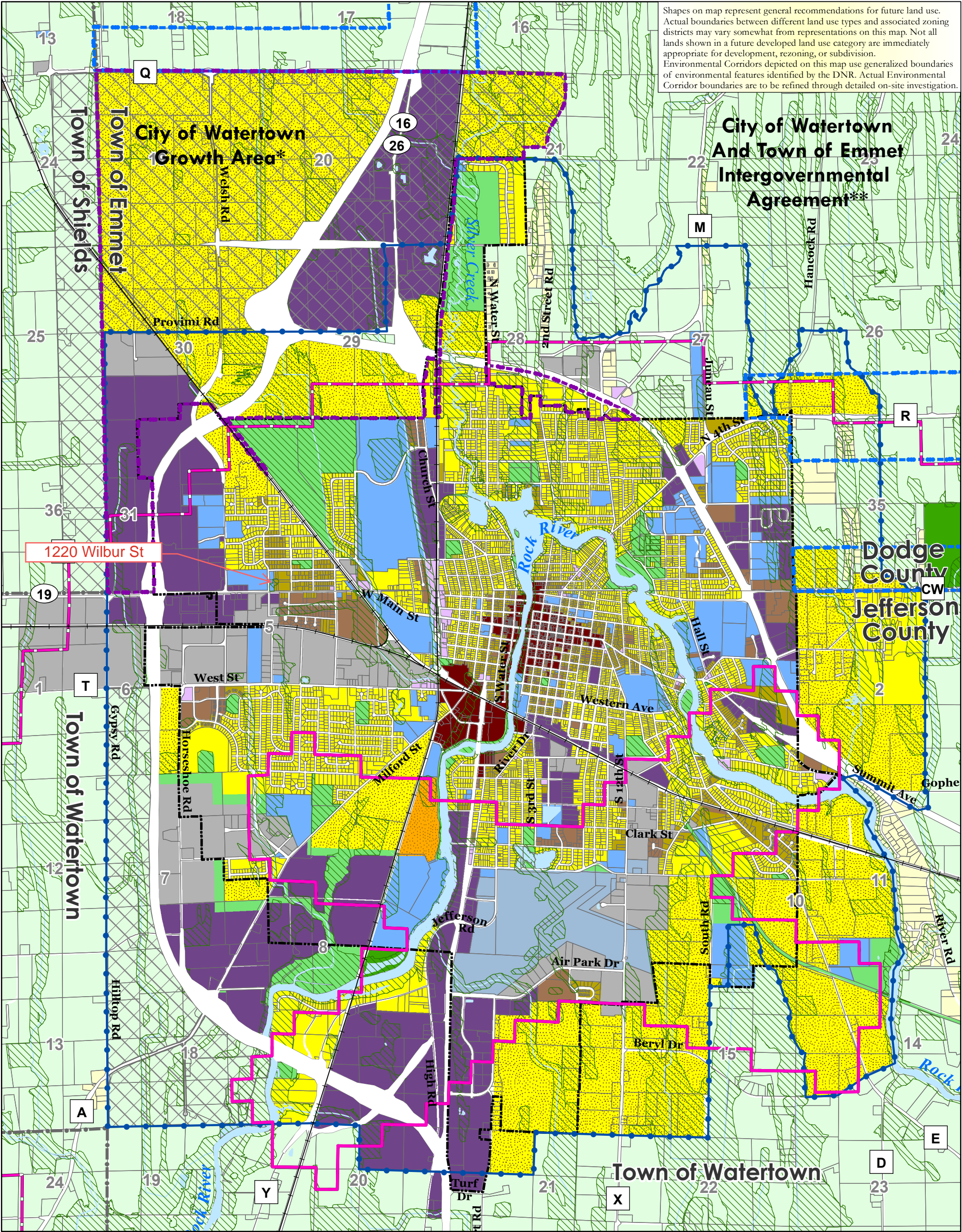
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## Future Land Use Urban Area

### 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

## Map 6b

City/Town IGA\*\*

- City Growth Area
- City Periphery Areas

**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.

**VADEWALLE & ASSOCIATES INC.**  
Shaping places, shaping change

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

0 0.25 0.5 1 Miles

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

- Office
- Multi-Family Residential
- Mixed Industrial
- Commercial Services/Retail
- Institutional
- Parks & Recreation

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

- Single-Family - Sewered (predominant land use)
- Two-family Residential
- Multi-Family Residential
- Institutional
- Neighborhood Mixed Use
- Parks & Recreation

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

- Office
- Single-Family - Sewered
- Two-Family Residential
- Multi-Family Residential
- Commercial Services/Retail
- Institutional
- Parks & Recreation



To: Plan Commission members

10 February 2025

From: Bruce Loeb

RE: proposed concept plan for new residential development between Mary and Clark Streets

We are pleased to share our initial concept for a new multifamily residential development to be located on an undeveloped 7 acres +/- of land in the City of Watertown. The purpose of this initial conceptual review is to receive feedback from the Plan Commission. Your feedback will let us know if we are heading in the right direction with this development. Your feedback will benefit both us as the developers and the City staff as much planning work needs to occur before this development can break ground.

It should be noted that this development will provide much needed workforce housing for the community, and the design fits the general character of the area which is surrounded by adjacent workforce style apartments, single-family homes, and some industrial properties. This particular property was identified as the number one potential site for new workforce housing the City's 2022 Workforce Housing Action Plan (which was created by Cedar Corporation in conjunction with the Grater Watertown Community Health Foundation and Movin' Out).

Some of the items that will need to be worked through include rezoning of the property, amending the Comprehensive Plan, and creating a Development Agreement. The City will also need to determine design of water and wastewater utilities to serve this new development.

Since 1921 the Loeb Family has been part of the Watertown Community working with the City of Watertown on many different projects. Some of the more recent ones that members may recall include developing the Wal-Mart site, the very successful TID #3, which included industrial and commercial development along Air Park Drive, and the Audubon Park Apartments. Loeb and Company LLP continues to offer residential, commercial, and industrial site for rent and purchase with the community.

The proposed site includes a triangular parcel of land, which is currently owned by the City, near, the adjacent storm water retention pond. City staff has previously determined that this proposed development cannot be easily served by this pond, and enlarging the pond would be prohibitively expensive. At the 26 March 2024 Common Council meeting the council approved entertaining the sale of this portion of land to assist in this proposed residential development.

Currently the proposed development, as designed, includes six buildings with a total of 102 rentable apartment units. Each building includes a separate detached garage and additional surface parking.

All buildings will be two stories with separate entrances to both the upper and lower apartments. The current projected unit count includes 4 one-bedroom units, 2 three-bedroom units, and 10 two-bedroom units in each of the 16-unit buildings. There will be a single 22-unit building with 4 three-bedroom units, 12 two-bedroom units, and 6 one-bedroom units.

We look forward to the Plan Commission's feedback on this initial concept proposal. The information we obtain during this meeting will be determine for us and City staff the next steps. This development will not only bring this vacant land to a higher and better use for the city it will also add much needed attainable housing to our community.

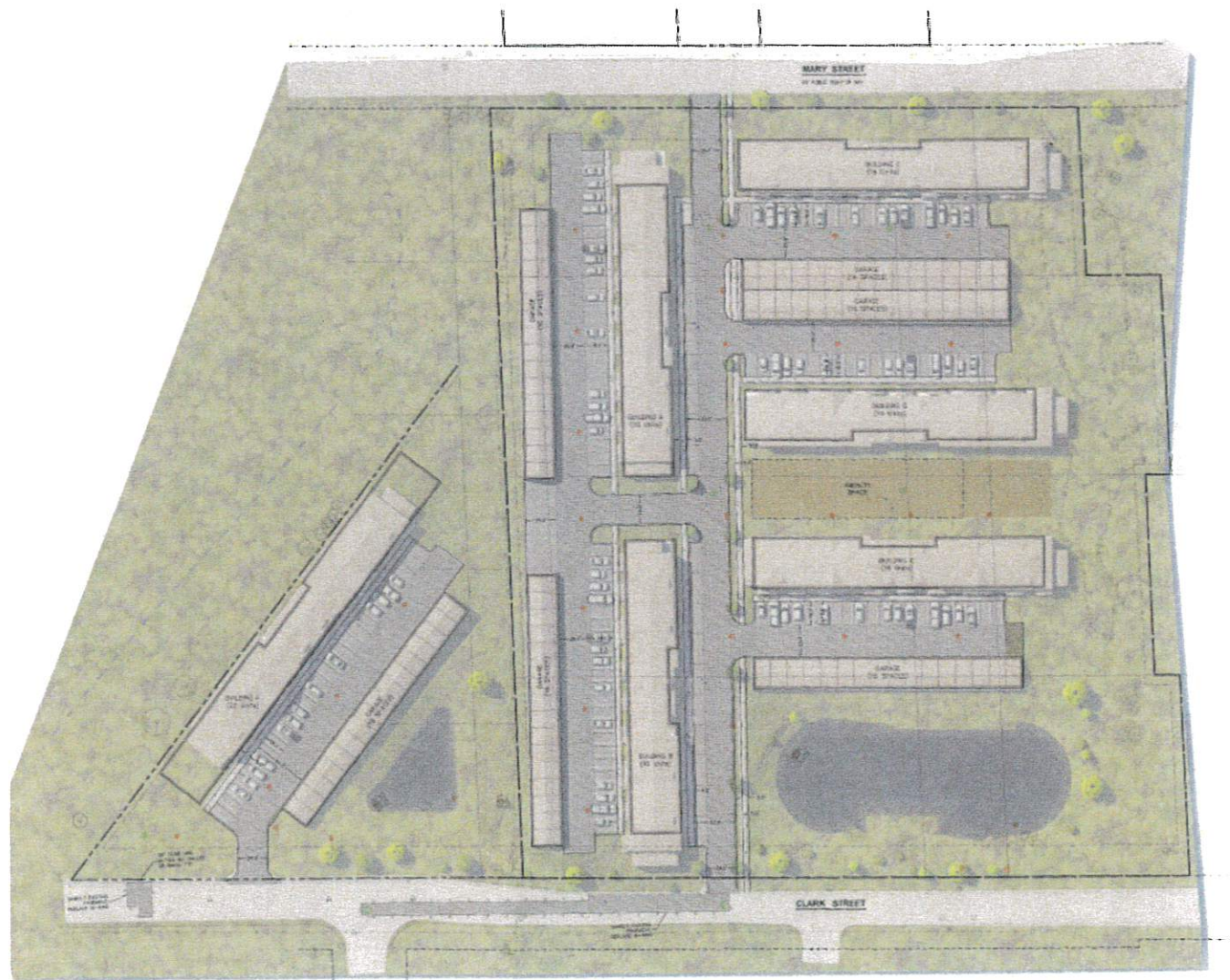
Sincerely,

Bruce J loeb

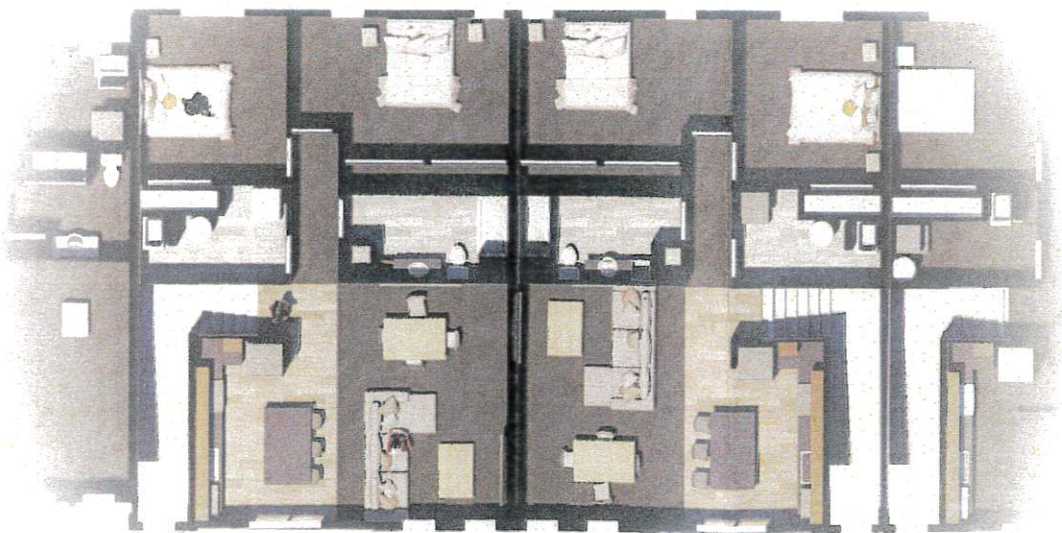




ELEVATION



SITE



APARTMENT UNIT



