



PLAN COMMISSION MEETING AGENDA

MONDAY, JUNE 22, 2026 AT 4:30 PM

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

1. CALL TO ORDER

2. APPROVAL OF MINUTES

A. Review and take action: Site Plan Review minutes dated June 8, 2026

B. Review and take action: Plan Commission minutes dated June 8, 2026

3. BUSINESS

A. Review and take action: 401 Bernard Street Site Plan review

B. Review and take action: W7039 Kiln Drive – Extraterritorial Certified Survey Map (ET CSM)
Request

4. ADJOURNMENT

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

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

**SITE PLAN REVIEW COMMITTEE
June 8, 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, Mike Jacek – Building Inspection, Ben Olsen – Police, Stacy Winkelman – Streets & Solid Waste, Nathan Williams – Engineering, Maureen McBroom – Stormwater, and Manager of Economic Development and Strategic Initiatives Deb Sybell. Don Dishno – Fire was present virtually.

Also in attendance were Nikki Zimmerman – Building Safety & Zoning, Rick Elertson of Divots, James Kuckkan of the Watertown Daily Times, and John Katisch.

1. Call to Order

The meeting was called to order by Acting Chairperson Nathan Williams.

2. Approval of Minutes

A. Review and take action: Site Plan Review Minutes Dated May 26, 2026

Motion was made by Mike Jacek and seconded by Mayor Stocks to approve the minutes as submitted. Unanimously approved.

3. Business

A. Review and take action: 644 S. Church Street Site Plan Review

Applicant Rick Elertson was present. He is proposing to create a golf simulator sports bar on the premises. There will be four (4) golf simulators with a full bar, a small kitchen, and seating.

The following was presented by staff:

- Fire: A Fire Suppression permit would be needed for a kitchen hood system. The building is also fully sprinklered and there should be accommodations in place to ensure this will still be functional. Mr. Elertson stated that the ceiling will only have a mesh and will open.
- Building: The number of bathrooms being proposed will allow up to 120 occupants. Ensure that a fire partition wall exists between this location and the next tenant. Verify with the Fire Department if a fire suppression permit for the kitchen hood system is needed.
- Police: No concerns.
- Mayor: Welcomes the applicant in this venture.
- Stormwater: Since all of the work will be occurring inside the building, there are no concerns.
- Engineering: No concerns.
- Zoning: Not present but forwarded communication stating no concerns.
- Parks & Rec: Not present.
- Water/Wastewater: Not present.
- Streets/Solid Waste: The city does not provide garbage services for commercial properties. Private services will have to be obtained.
- Econ. Development: No concerns.
- Legal: Not present.

Motion was made by Stacy Winkelman and seconded by Mike Jacek to approve this item contingent upon:

-Working with the Fire Department to verify the need for a Fire Suppression Permit and ensuring the plans meet codes for the sprinkler system.

-Ensuring a fire wall currently exists between this location and the next tenant.

Unanimously approved.

4. **Adjournment**

Motion was made by Stacy Winkelman and seconded by Mike Jacek 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.

The Plan Commission meeting met at 4:30pm in the Council Chambers with the following members present: Mayor Robert Stocks, Alderperson Ken Berg, Kerry Kneser, Tom Levi, Nick Krueger & Engineer Nathan Williams.

Others in attendance: Rick Elertson of Divots, Leonard Pochowski, Tracy Schroeder of GWCHF, John Katsich & Maureen McBroom.

1. Call to Order

Mayor called the meeting to order at 4:33pm

2. A&B Approval of Minutes

Review and take Action: Site Review minutes dated May 26th, 2026

Review and take Action: Plan Commission minutes dated May 26th, 2026

Motion by Krueger, seconded by Kneser to approve both sets of minutes as written, which was passed unanimously.

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

No Comments made.

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

Nathan stated applicant proposes converting two commercial spaces within existing shopping center into a sports bar with commercial grade golf simulators. Their hours would be 10am to 10pm during months of October through April and 2pm to 10pm for May through September. City staff are recommending approval of CUP. Rick Elertson was present to say he was super excited and a lifelong dream for him to propose such a business as the owner. It was noted there will be 4 golf simulators and that the two spaces being leased by Elertson total 6,000 sq ft which is large and previously leased by two separate businesses. Berg voiced his strong approval and noted it has been vacant for years so will be great to have it actively used again. He felt it was a perfect fit and would be successful at this site. Levi made motion that the CUP shall be granted with a waiver of a buffer yard requirement, due to the lack of an abutting residential property and that there is a road in between properties. This was seconded by Berg, and passed by 3 to 2 vote with Krueger and Kneser opposing the buffer yard requirement.

C. Public Hearing: 1507 Sandy Lane—request for a Conditional Use Permit (CUP) for an exception to allow the applicants exterior building materials under Section 550-121F

No comments made.

D. Review and take action: 1507 Sandy Lane—request for a Conditional Use Permit (CU exception to allow exterior building materials under Section 550-121F

Nathan stated applicant wants to use corrugated steel siding in the construction of an 18 by 35 ft storage shed. This shed is not located in highly visible location. Krueger made motion to approve the CUP, seconded by Kneser and approved unanimously. Mr. Pochowski was asked the height of his shed and said 15 or 16 feet which staff reminded him had to be no higher than 15 ft.

E. Review and take action: Resolution to support Hiawatha West SDP, station property acquisition and federal grant funding

Deb Sybell was present to provide update. This would be an extension of the Hiawatha West line from Milwaukee to Pewaukee to Watertown to Madison. The preferred Watertown station site was previously used for the same purpose on a proposed passenger railway route in 1998. It will be located off South 3rd Street and next to the existing railroad tracks and the Schaefer Auto business directly south on 3rd Street. Passenger rail service would ideally begin in 2030. This proposal needs to be approved by the (DOT) Department of Transportation. Our city's resolution will state that we agree to acquire this proposed land for the rail station with 80% federal funding and 20% local funding. This combined funding would allow purchase of this land parcel, lighting, 80 stalls for parking and related costs where our portion of expenses is currently estimated at about \$81,000. The estimated costs are using Amtrak experience with rail stations like ours in Watertown. Berg stated by our city being in favor of this railway passenger service with Amtrak, we will be taking a huge step forward as a community by offering a unique and viable form of transportation. Motion by Levi to have our Plan Commission acknowledge receipt of three letters of support that favor City of Watertown purchasing proposed land on South 3rd Street and advancing a contract with Amtrak and DOT for the Hiawatha West Service Development Plan, seconded by Kneser and passed unanimously with Krueger abstaining.

F. Review and take action: Final Dedication of Public Improvements in the Rock River Ridge Subdivison, Phase 1

The Greater Watertown Community Health Foundation is seeking Plan Commission support for the final infrastructure dedication within the Rock River Ridge. This dedication is a requirement for the final reimbursement for the completed street and utility work that was previously done. In June of 2025 a partial reimbursement was issued. With the threshold of home construction completed, the binder coat of asphalt needed a finish layer of asphalt and that was recently completed. All funds for this final reimbursement to the GWCHF are included in the city's adopted budget. City staff are recommending the Plan Commission approve the final public infrastructure dedication allowing reimbursement once the punch list of items from the city is completed satisfactorily. Motion by Levi to support the City Resolution Accepting Improvements Through Completion For Rock River Ridge Phase 1, seconded by Krueger and approved unanimously. It was noted by Tracy Schroeder of GWCHF that the amount requested for reimbursement is \$747,500 which is the remainder of the Phase 1 request. There is a phase 2 and 3 which will be paid out over the next two years, even though the work will be done by then. The work will be done next year for both phases. It was noted again city officials will have chance to look critically at all work done to ensure we are satisfied before all reimbursements are made to the GWCHF.

4. ADJOURNMENT

Motion was made to adjourn at 5:18pm by Kneser, seconded by Krueger 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/88df47f6-1f14-4d2b-a024-b831926fda7e/June-8%2C-2026-Plan-Commission-Meeting-Packet.pdf?disposition=inline



BUILDING SAFETY & ZONING DIVISION
PLAN COMMISSION STAFF REPORT

TO: Plan Commission
DATE: June 22nd, 2026
SUBJECT: 401 Bernard St - Site Plan Review

Site Plan Review requested by Ross Grunwald, agent for Niemann Holdings LLC., for an amended building site plan. Parcel PIN(s): 291-0815-0432-021.

SITE DETAILS:

Acres: 2.59 acres
Current Zoning: General Business (GB) Zoning
Existing Land Use: Retail
Future Land Use Designation: Central Mixed Use

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to amend a building site plan previously approved in September of 2025. The updated plan will now include a total of 5 tenant spaces up from the previously approved 3. The tenant spaces will include Ace Hardware, Pets Supplies Plus, and three other future tenant spaces.

STAFF EVALUATION:

Land Use and Zoning:

A Site Plan Review Committee recommendation and Plan Commission approval of the site plan is required pursuant to Sections 550-144 & 550-145 of the zoning code.

Within the General Business (GB) zoning district 'Indoor Sales or Service' is a principal land use permitted by right. 'Indoor Sales or Service' land uses include uses which conduct or display sales or rental merchandise or equipment within an enclosed building. [per § 550-52C]

Site Layout and Design:

The proposed project is for an interior reconfiguration and addition of tenant spaces. No changes to the footprint of the building are being proposed.

Vehicle Access and Circulation

The existing parking lot configuration will remain. No changes proposed.

Landscaping:

No changes to the landscaping are proposed.

Lighting:

The project will utilize existing lighting. No changes are proposed.

PLAN COMMISSION OPTIONS:

The following are possible options for the Plan Commission:

1. Deny the Site Plan.
2. Approve the Site Plan without conditions.
3. Approve the Site Plan with conditions as identified by the Plan Commission:

STAFF RECOMENDATION:

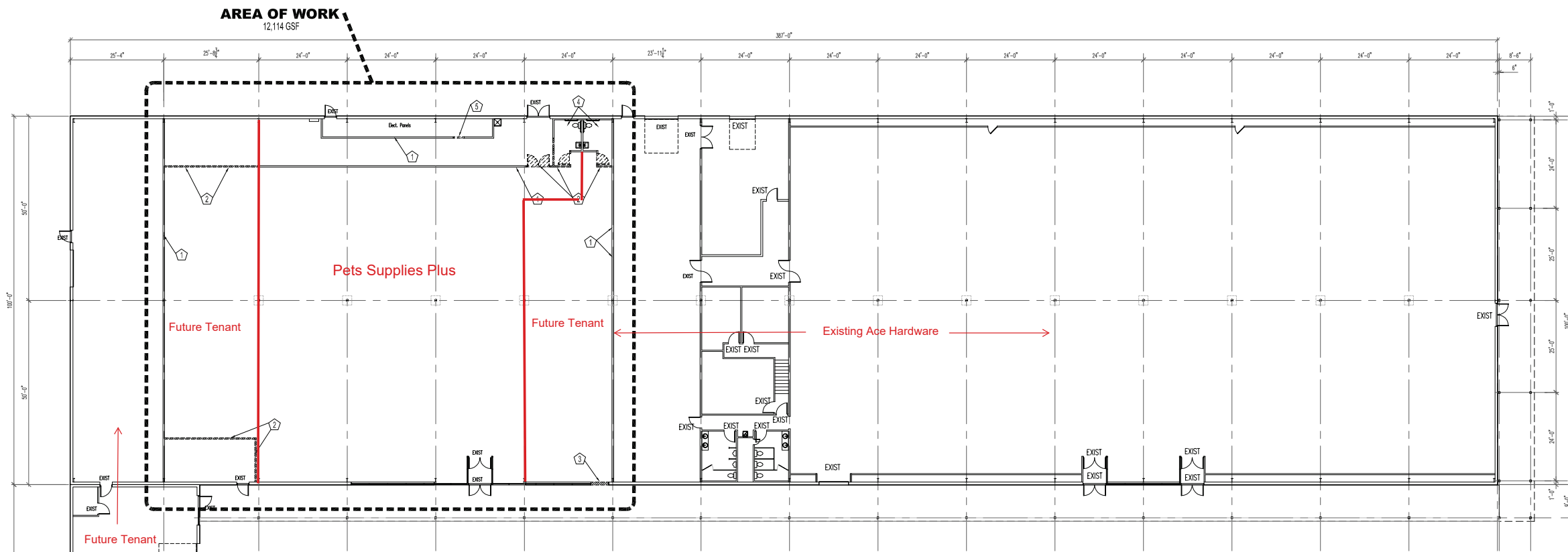
- Staff recommends approval of the Site Plan.



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

ATTACHMENTS:

- Application materials.



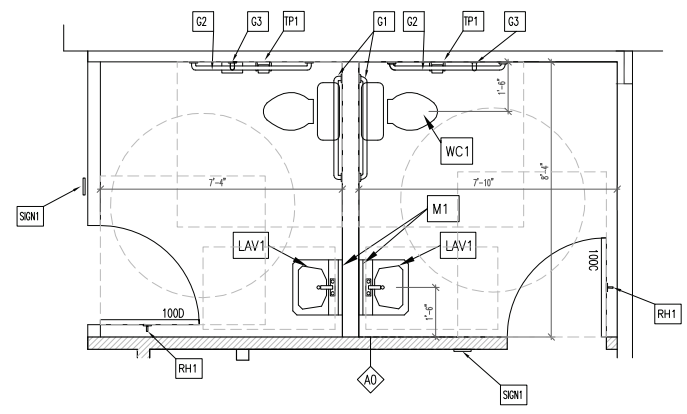
**Keyed Notes-
Existing Conditions / Selective Removal Plan**

- 1 EXISTING BUILDING WALLS TO REMAIN
- 2 EXISTING NON-BEARING PARTITIONS & DOORS TO BE REMOVED
- 3 EXISTING STOREFRONT GLAZING TO BE REMOVED TO BE REPLACED WITH NEW STOREFRONT ENTRY DOOR
- 4 EXISTING TOILET ROOMS TO REMAIN. EXISTING FIXTURES & CLEARANCES ARE ACCESSIBLE.
- 5 EXISTING NON-BEARING PARTITION-CUT OPENING FOR NEW DOOR FIELD VERIFY EXACT LOCATION.

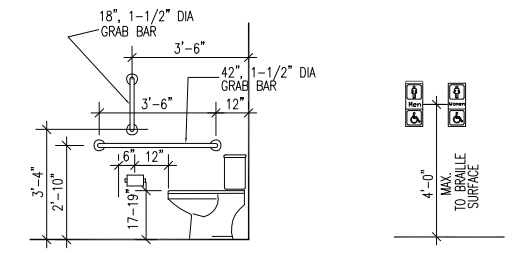
Legend

- WALL TO BE REMOVED
- DOOR TO BE REMOVED
- WINDOW TO BE REMOVED
- EXISTING DOOR TO REMAIN

1 Key Plan / Selective Removal Plan
1/16" = 1'-0"



2 Enlarged Toilet Rooms
3/8" = 1'-0"



3 Toilet Room Accessibility Standards
3/8" = 1'-0"

FIXTURES & ACCESSORIES SCHEDULE





SEE DETAIL 3/A1.0 FOR MOUNTING LOCATIONS & HEIGHTS


TAG	DESCRIPTION
G1	36" GRAB BAR- 1-1/2" DIA (EXISTING)
G2	42" GRAB BAR- 1-1/2" DIA (EXISTING)
G3	18" GRAB BAR- 1-1/2" DIA
RH1	ROBE HOOK- DOOR MOUNTED
TP1	TOILET PAPER DISPENSER - WALL MOUNTED
LAV1	ADA-ACCESSIBLE WALL-MOUNT LAVATORY (EXISTING)
M1	ADA WALL-MOUNT MIRROR (EXISTING)
WC1	ADA-HEIGHT ELONGATED BOWL TOILET (EXISTING)
SIGN1	ADA-TOILET ROOM SIGNAGE



Section 3, Item A.



	City Boundary		Common Areas
	Parcels Boundaries		Addresses



THE CITY OF WATERTOWN
Opportunity runs through it.

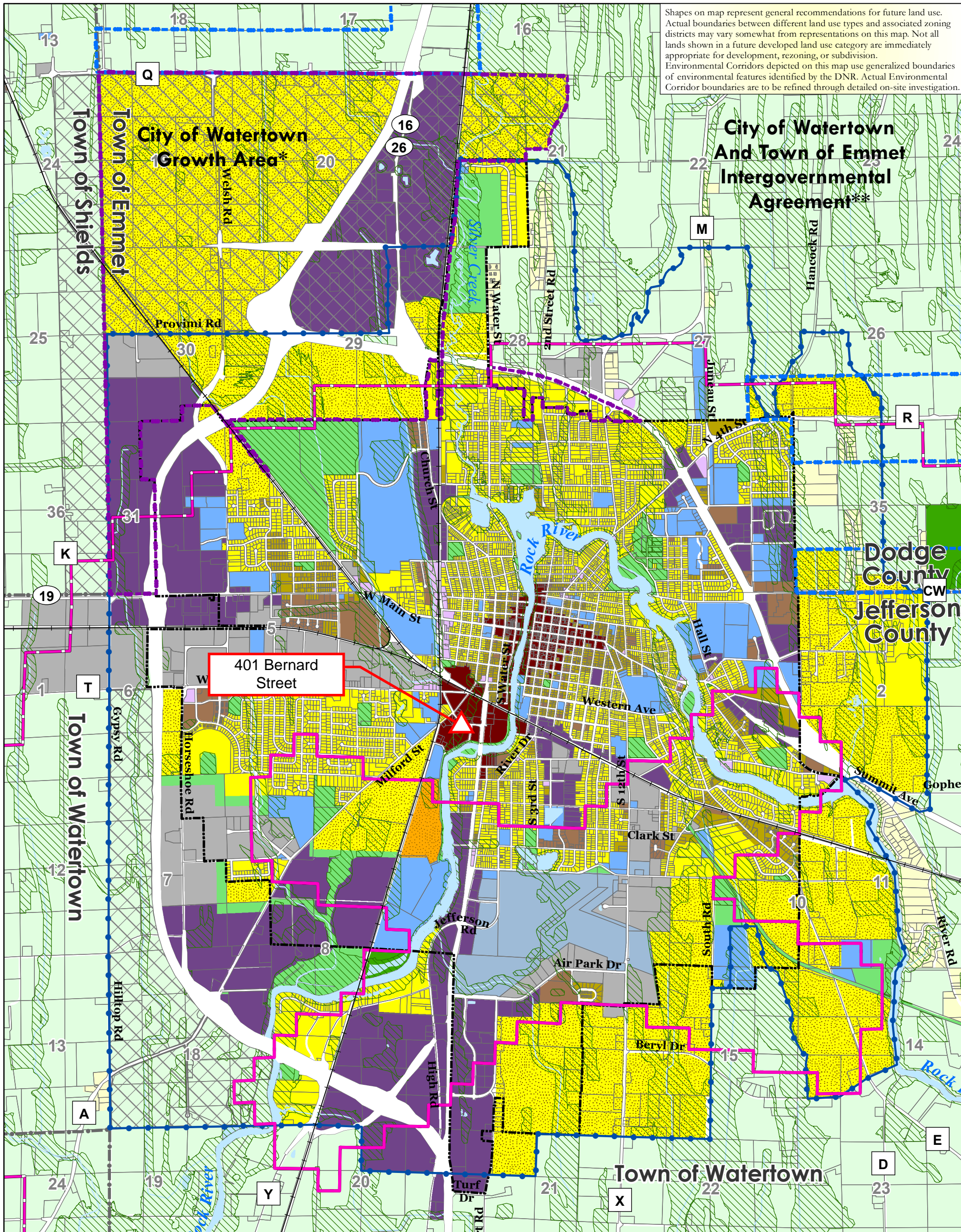
City of Watertown Geographic Information System

Scale: 1:3,429 Printed on: August 2, 2011
 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 inherent inaccuracies occur during the compilation process. City of Watertown makes no warranty whatsoever concerning this information.

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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

City/Town IGA**

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- City Periphery Areas

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BUILDING SAFETY & ZONING DIVISION
PLAN COMMISSION STAFF REPORT

TO: Plan Commission
DATE: June 22nd, 2026
SUBJECT: W7039 Kiln Drive - Extraterritorial Certified Survey Map (CSM)

A request by Arthur Lenius to create a two lot Certified Survey Map (CSM) within the City of Watertown 3-mile extraterritorial plat review jurisdiction. Parcel PIN(s): 016-0915-2031-001

SITE DETAILS:

Parent Parcel Acres: 27.84 acres
Proposed Lot Size(s): Lot 1 – 1.50 acres (65,416 S.F.) & Lot 2 – 26.09 acres (1,136,379 S.F.)
Jurisdiction: Town of Emmet

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to create a two-lot Certified Survey Map with access to Kiln Drive. The existing parcel has two existing homes. The proposed CSM will separate the existing homes onto separate parcels.

STAFF EVALUATION:

The proposed lot is not located within the Airport Approach Protection Zone. Kiln Drive is not identified in the 2019 City of Watertown Comprehensive Plan as having an expanded ROW. The proposed ROW dedication for Kiln Drive is adequate for this location.

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:

STAFF RECOMMENDATION:

- Staff recommends approval of the CSM.

ATTACHMENTS:

- Application materials.

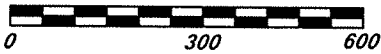
CERTIFIED SURVEY MAP

All of Lot 1, Certified Survey Map No. 6978 as recorded at the Dodge County Register of Deeds as Document No. 1219680, Located in the Northwest 1/4 of the Southeast 1/4 and the Northeast 1/4 of the Southwest 1/4 and the Southeast 1/4 of the Southwest 1/4 all in Section 20, T9N, R15E, Town of Emmet, Dodge County, Wisconsin.



BIRRENKOTT SURVEYING

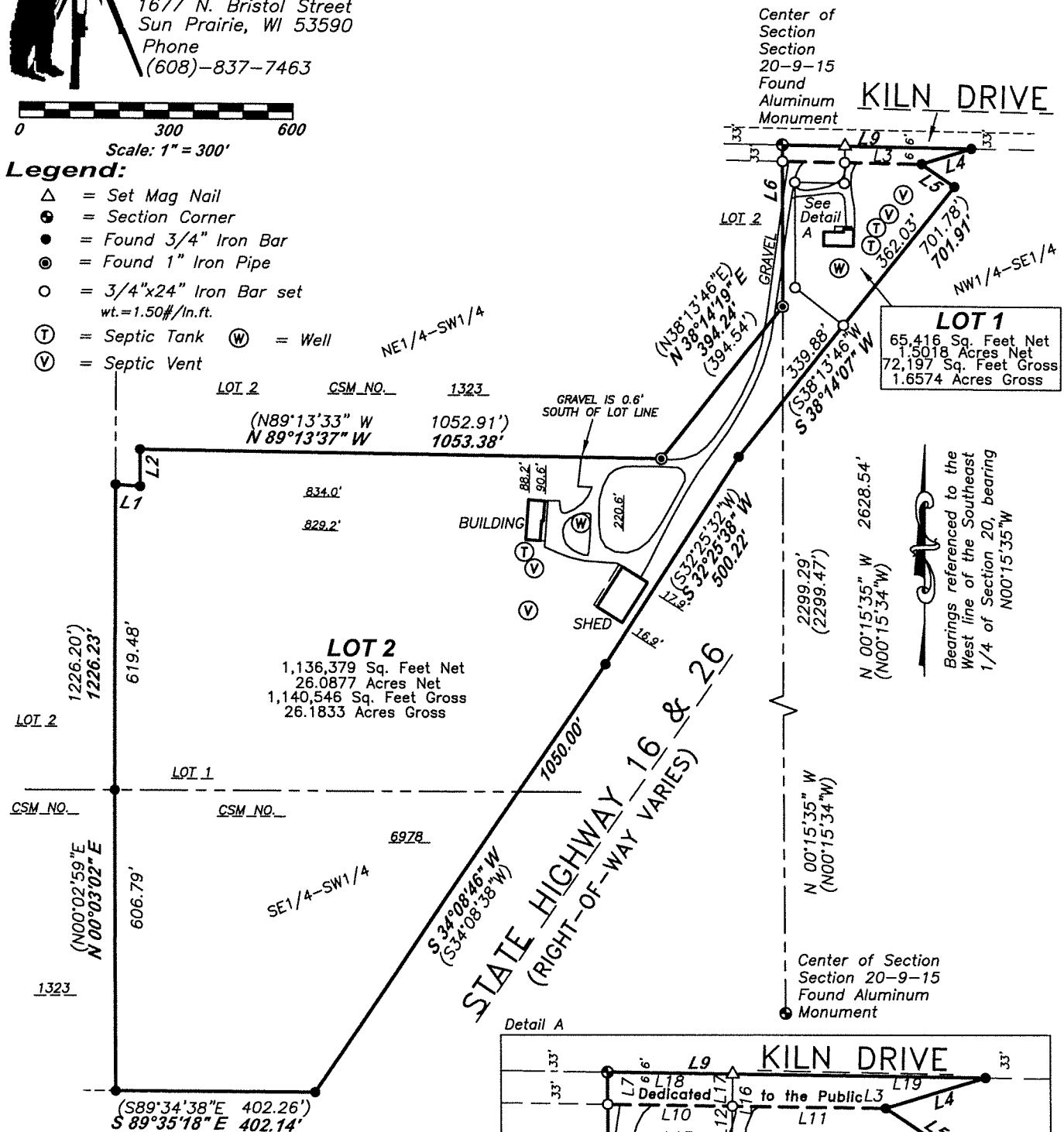
P.O. Box 237
1677 N. Bristol Street
Sun Prairie, WI 53590
Phone (608)-837-7463



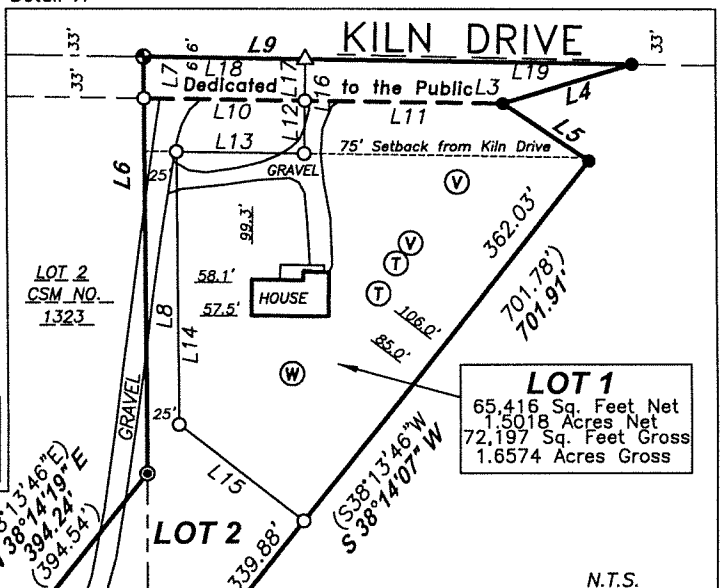
Scale: 1" = 300'

Legend:

- △ = Set Mag Nail
- ⊙ = Section Corner
- = Found 3/4" Iron Bar
- ⊗ = Found 1" Iron Pipe
- = 3/4"x24" Iron Bar set wt.=1.50#/ln.ft.
- Ⓣ = Septic Tank Ⓜ = Well
- Ⓥ = Septic Vent



LINE	BEARING	DISTANCE	
L1	S 85°57'53" E	49.62'	(S85°55'17"E)
L2	N 00°14'35" W	75.00'	(N00°02'59"W)
L3	S 89°07'50" E	280.69'	(S89°07'24"E, 280.65')
L4	S 72°43'55" W	106.11'	(S72°45'25"W)
L5	S 55°54'40" E	81.22'	(S55°51'22"E)
L6	N 00°15'35" W	329.25'	(N00°15'34"W, 329.07')
L7	N 00°15'35" W	33.04'	(N00°15'34"W, 33.01')
L8	N 00°15'35" W	296.21'	(N00°15'34"W, 296.06')
L9	S 89°07'50" E	382.17'	(S89°07'24"E, 382.15')
L10	S 89°07'50" E	125.83'	
L11	N 89°07'50" W	154.86'	
L12	N 00°52'10" E	42.00'	L16 N 00°52'10" E 150.06'
L13	S 89°07'50" E	100.00'	L17 S 00°52'10" W 33.03'
L14	N 00°15'35" W	214.79'	L18 S 89°07'50" E 126.48'
L15	N 51°45'53" W	124.37'	L19 N 89°07'50" W 255.69'



CERTIFIED SURVEY MAP NO. _____
VOLUME _____ PAGE _____
DOCUMENT NO. _____



CERTIFIED SURVEY MAP

DATED: May 5, 2026

**Birrenkott
Surveying**

P.O. Box 237
1677 N. Bristol Street
Sun Prairie, Wisconsin 53590
Phone (608) 837-7463
Fax (608) 837-1081

Surveyor's Certificate:

I, Chris K. Casson, hereby certify that this survey is in full compliance with Chapter 236.34 of Wisconsin Statutes. I also certify that by the direction of the owners listed hereon, I have surveyed and mapped the lands described hereon and that the map is a correct representation of all the exterior boundaries of the land surveyed and the division of that land, in accordance with the information provided.

Chris K. Casson, Registered Land Surveyor No. S-3264

Description:

All of Lot 1, Certified Survey Map No. 6978 as recorded at the Dodge County Register of Deeds as Document No. 1219680, Located in the Northwest ¼ of the Southeast ¼ and the Northeast ¼ of the Southwest ¼ and the Southeast ¼ of the Southwest 1/4 all in Section 20, T9N, R15E, Town of Emmet, Dodge County, Wisconsin.

Owners Certificate:

As owners, Arthur J. Lenius, I hereby certify that I have caused the lands described on this Certified Survey Map to be surveyed, divided, dedicated and mapped as shown on this Certified Survey Map. I also certify that this Certified Survey Map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection. I also certify that this Certified Survey Map is required to be submitted to the City of Watertown Planning and Dodge County as approving authorities.

Arthur J. Lenius, Owner

State of Wisconsin)

Dodge County ss) Personally came before me this _____ day of _____, 2026, the above-named, Arthur J. Lenius, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, Dodge County, Wisconsin

My Commission Expires _____

Printed name

Surveyed For:

Arthur Lenius
N1085 County Road L
Watertown, WI 53098

Surveyed: T.A.S./C.J.D.
Drawn: B.T.S.
Checked: C.K.C.
Approved: C.K.C.
Field book: 406/44-45
Tape/File:\2026\Carlson

Notes:

- Utility Easement: No poles or buried cables are to be placed on any lot line or corner.
- The disturbance of a survey stake by anyone is in violation of Section 236.32 of Wisconsin Statutes.
- This survey is subject to any and all easements and agreements both recorded and unrecorded
- Wetlands, if present, have not been delineated.
- Date of fieldwork: April 1, 2026

Document No. _____



CERTIFIED SURVEY MAP

DATED: May 5, 2026

Birrenkott Surveying

P.O. Box 237
1677 N. Bristol Street
Sun Prairie, Wisconsin 53590
Phone (608) 837-7463
Fax (608) 837-1081

Town of Emmet Approval Certificate

This Certified Survey Map, including the road dedication herein, is hereby acknowledged, accepted and approved for recording by the Town of Emmet, Dodge County.

_____ Dated _____
Melody Hoffmann
Clerk, Town of Portland

Dodge County Land Resources and Parks Department Approval Certificate

This land division is hereby approved by Dodge County on This _____ day of _____, 20_____.

Dodge County Land Use Administrator or Designee-Print Name

Signature

City of Watertown Planning 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: _____

Roberts Stocks, 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

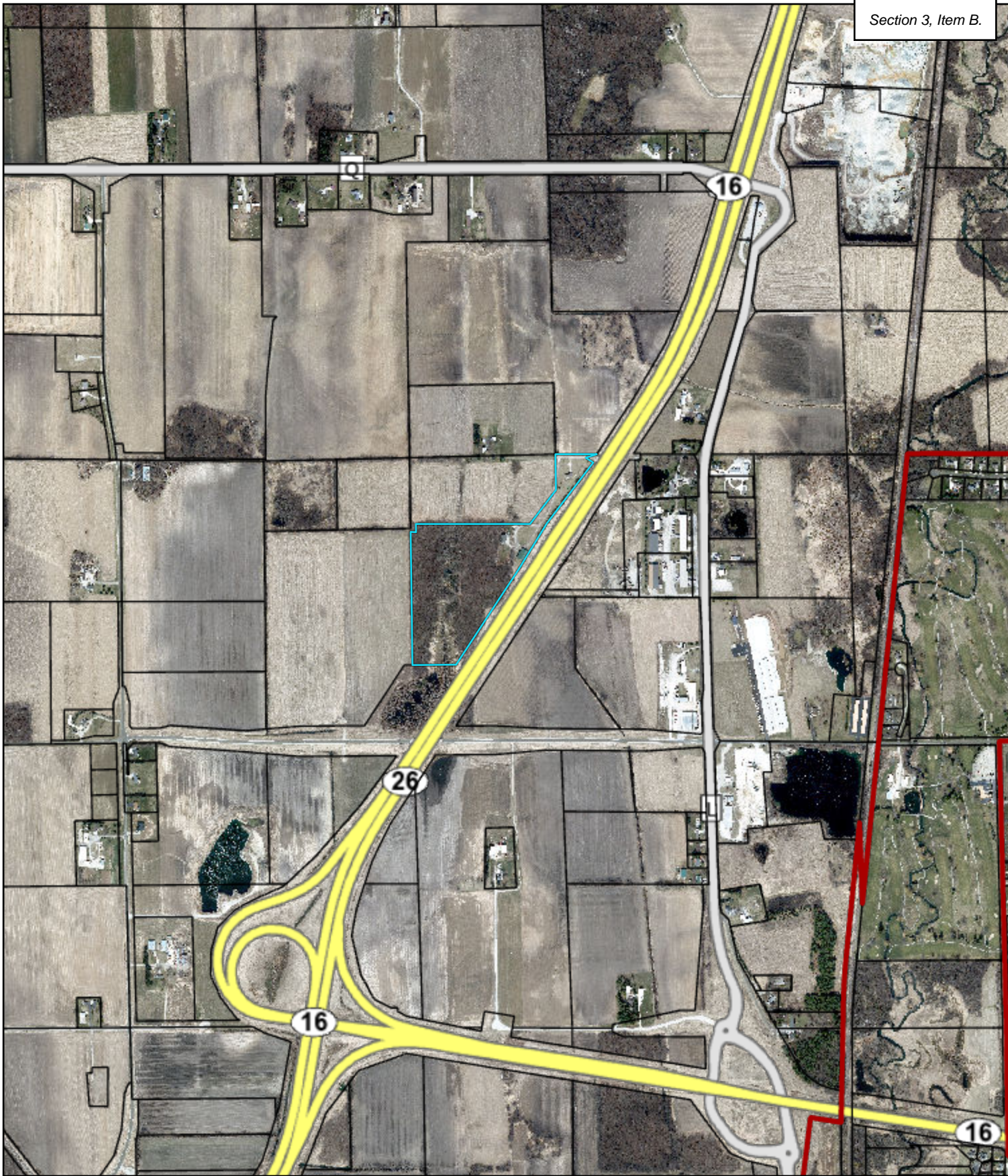
Surveyed For:

Arthur Lenius
N1085 County Road L
Watertown, WI 53098

Surveyed: T.A.S./C.J.D.
Drawn: B.T.S.
Checked: C.K.C.
Approved: C.K.C.
Field book: 406/44-45
Tape/File:\2026\Carlson

Document No. _____

Section 3, Item B.



Municipal Boundary



Parcels Boundaries



City of Watertown Geographic Information System

Scale: 1:14,249

Printed on: June 16, 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 inherent inaccuracies occur during the compilation process. City of Watertown makes no warranty whatsoever concerning this information.