



PLAN COMMISSION MEETING AGENDA

MONDAY, FEBRUARY 27, 2023 AT 4:30 PM

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

By Phone or GoToMeeting: Members of the media and the public may attend by calling:

(Toll Free): 1 866 899 4679 Access Code: 266-381-173 or <https://meet.goto.com/266381173>

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

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- A. Review and take action: Site Plan Review minutes dated February 13, 2023

3. BUSINESS

- A. Initial Review and Set Public Hearing Date: 713 Milford Street – rezoning request for a portion of the property from SR-4, Single-Family Residential to PO, Planned Office and Institutional
- B. Initial Review and Set Public Hearing Date: 407 S. Washington Street – Comprehensive Plan Amendment
- C. Initial Review and Set Public Hearing Date: 407 S. Washington Street – rezoning request from TR-6, Two Family Residential to CB, Central Business

4. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at mdunneisen@CityofWatertown.org, phone 920-262-4006

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
February 13, 2023

Section 2, Item A.

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: Brian Zirbes of Building, Safety & Zoning; Jeff Meloy of the Police Department; Kristine Butteris of Parks, Recreation & Forestry; Tim Hayden of the Water Department; Maureen McBroom of Stormwater Utility and Engineering; Anthony Rauterberg of the Fire Department; and Stacy Winkelman of the Street Department. Also in attendance were Jerimie Sanders, Crystal McDaniels, and Dean Landowski.

1. Call to Order

The meeting was called to order by Chairperson Brian Zirbes.

2. Review and approve Site Plan Review Committee Minutes Dated January 23, 2023

Motion was made by Kristine Butteris and seconded by Tim Hayden to approve the January 23, 2023 Site Plan Review minutes as submitted. Unanimously approved.

3. Review and take action: 210 S. Water Street – Proposed BBQ Restaurant

The applicants were present to describe the proposed request. This is a faith-based business specializing in Midwest, southern style barbeque & cuisine. Bringing good nature, good style to Watertown. They are proposing to use the facility at 210 S. Water St. Suite D. Since there are no similar restaurants in Watertown, they've decided to locate here. The prep time/smoking time may be 2:00 a.m – 11:00 a.m. Actual operation time for customers would be 11:00 a.m., Mon-Fri., off on Saturday and Sunday. The applicants would like to offer outdoor seating in addition to indoor seating and closing time for the outdoor seating area would be 9 p.m. They may have some outdoor entertainment which would adhere to the noise ordinance. The smoker would be located outside in the gated area and would be at least 10 feet or more from the building for safety. The smoker would start with charcoal, then will be burning oak wood, hickory wood, etc. In the future, the days open may change to Tuesday – Saturday, with Sunday and Monday off, depending on how the business grows. They would like to upgrade to an indoor hickory pit in the future, such as an electric pit.

The following was presented by city staff:

Fire: An inspection will have be completed by the Fire Department prior to opening. Tarps will not be allowed above the burn pit. Additional information on an electrical indoor burn pit shall be supplied to the Fire Department.

Street: Businesses need to have a private waste collection company to provide a dumpster. Stacy will provide some contact numbers for the applicant.

Motion was made by Anthony Rauterberg and seconded by Tim Hayden to recommend approval to the Plan Commission for this item as submitted.

Unanimously approved.

4. Adjournment

Motion was made by Tim Hayden and seconded by Stacy Winkelman 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.

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 20th, 2023
SUBJECT: Initial Review – 713 Milford St Street Rezoning

A rezoning requested by Hoffman Matz LLC to change the zoning on a portion of a parcel located at 713 Milford Street from Single-Family Residential Zoning to Planned Office and Institutional Zoning. Parcel PIN: 291-0815-0813-000

SITE DETAILS:

Acres: 32.54

Current Zoning: Planned Office and Institutional & Single-Family Residential

Existing Land Use: Institutional

Future Land Use Designation: Planned Neighborhood & Planned Mixed Use

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to change the zoning designation of a strip of land along the northern edge of the property from Single-Family Residential Zoning to Planned Office and Institutional Zoning. The purpose of the rezoning is to align the Planned Office and Institutional Zoning District boundary with the north property line. The property line changed due to a Certified Survey Map adopted last year. The rezoning would put the entire parcel under the Planned Office and Institutional Zoning District.

STAFF EVALUATION:

Land Use and Zoning:

Nearby Future Land Use designations include Planned Neighborhood to the north and Planned Mixed Use to the south. The parcel itself exists partial in both the Planned Neighborhood & Planned Mixed Use Future Land Use Categories.

Nearby Zoning includes Single-Family Residential Zoning to the north and Planned Office and Institutional Zoning to the south.

Zoning Code

The zoning code requires the Plan Commission to conduct an initial review of the rezoning and schedule a public hearing before the Common Council.

Per Section § 550-141E:

E. Initial review by the Plan Commission and scheduling of Common Council public hearing. The Common Council shall not make an amendment to the Official Zoning Map without allowing for a recommendation from the Plan Commission per the provisions of this subsection.

- (1) The Plan Commission shall schedule a reasonable time and place for a public meeting to hear the application within 45 days of the acceptance and determination of the complete application as determined by the Zoning Administrator. The applicant may appear in person, by agent and/or by attorney.*
- (2) Within 60 days after the public meeting (or within an extension of said period requested in writing by the applicant and granted by the Plan Commission), the Plan Commission shall schedule a public hearing before the Common Council.*

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

Opportunity Runs Through It

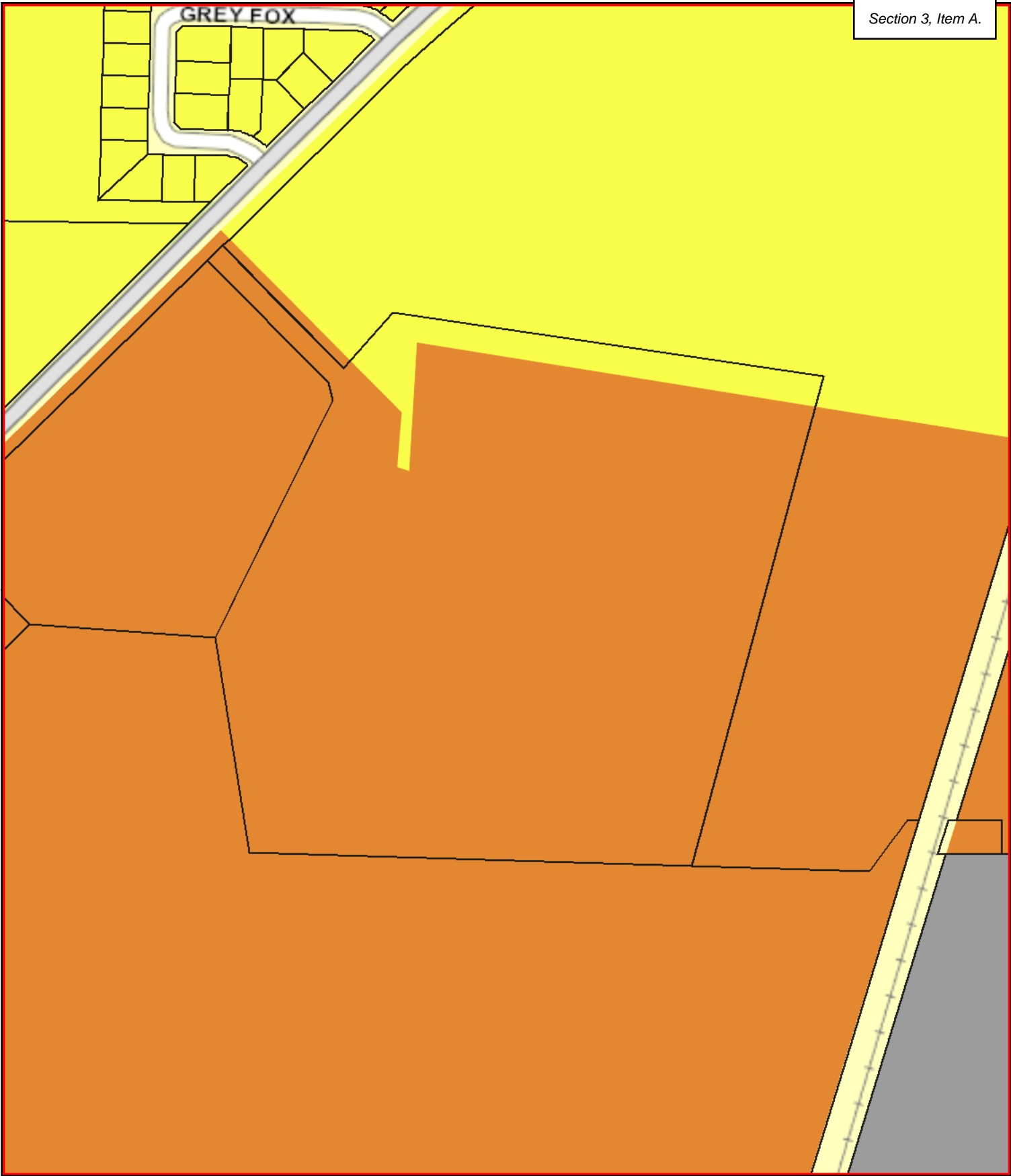
OPTIONS:

The following are possible options for the Plan Commission:

1. Set public hearing date for March 21, 2023.
2. Set public hearing to a later date.

ATTACHMENTS:

- Application materials.



Zoning

	Unknown
	Two-Family Residential-6
	Single-Family Residential-4
	Senior Residential

	Rural Holding
	Planned Unit Development
	Planned Office And Institutional
	Planned Industrial
	Planned Business
	Neighborhood Office

	Neighborhood Business
	Multiple Zoning
	Multi-Family Residential-8
	Multi-Family Residential-10
	Heavy Industrial
	General Industrial

	General Business
	Conditional Use
	Central Business District
	City Limits

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THE CITY OF
WATERTOWN
Opportunity runs through it.

City of Watertown Geographic Information System

Scale: 1 inch = 300 feet
SCALE BAR = 1"

DISCLAIMER: This map is not a substitute for an actual field survey or on-site 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.

Printed on: February 21, 2025
Author:

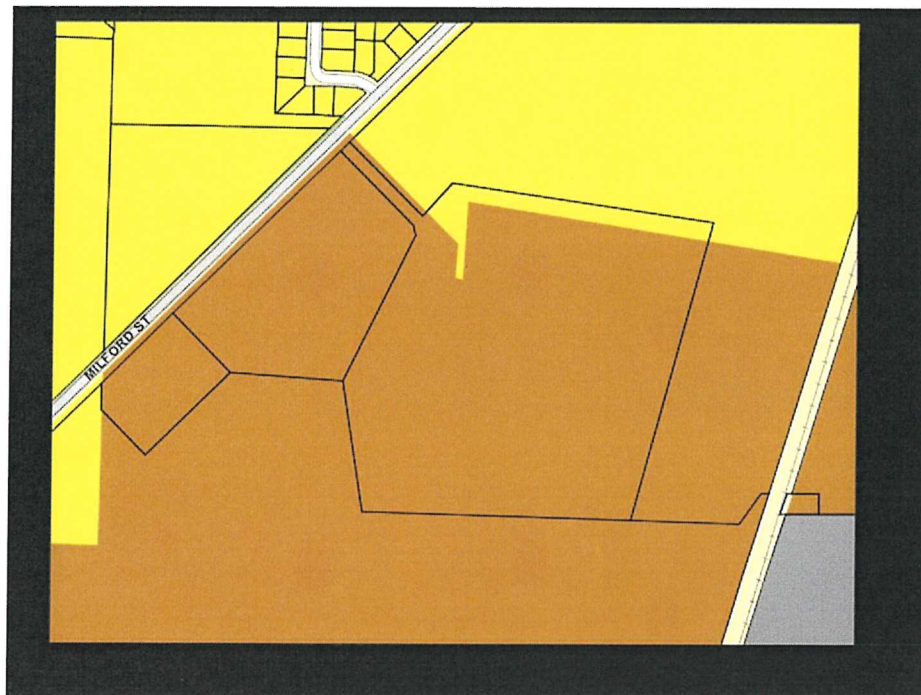
Conditional Use Permit - Planned Office & Institutional zoning to allow 'Institutional Residential.'

Hoffman Matz LLC (100% owned subsidiary of GWCHF) will lease a 6,700 square foot building to Jefferson County Human Services for the purpose of programming a 24/7/365 Youth Crisis Mental Health facility. It will serve as a 12 bed (6 boys/6 girls) short term residential placement to prevent, deescalate and treat mental health crisis for ages 10-17. The average youth stay for this voluntary program is 3-5 days receiving behavioral health therapy and care coordination. Jefferson County is partnering with Wisconsin Community Services (WCS) who operate one of these facilities in Milwaukee. The minimum staffing on site will be 2 Full Time Employees with a staffing to youth ratio of 1 staff member for ever 3 children.

Given the need, the State of Wisconsin is investing \$1.1MM to support the startup of this desperately needed service. This service will allow children to be served locally in a safe environment while reducing time constraints on local law enforcement when called for crisis circumstances.

Light renovation is expected to occur in March of 2023. Anticipated construction schedule will be 60-90 days with an operating target timetable of 6/30/23.

Regarding the Zoning Change, majority of the property is already zoned Office & Institutional. Requesting the zoning of Office & Institutional to match the property CSM.



Main Office
920-262-4060

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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 20th, 2023
SUBJECT: Initial Review - 407 S Washington Street Comprehensive Plan Amendment

A Comprehensive Plan Amendment requested by Jerome Keeser to change the Future Land Use designation on a portion of parcel located at 407 S Washington Street. Parcel PIN: 291-0815-0424-059

SITE DETAILS:

Acres: 0.32

Current Zoning: Two-Family Residential

Existing Land Use: Single Family Residential & Commercial

Future Land Use Designation: Two- Family Residential

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to change the Future Land Use designation of the eastern 6,514 sq ft of the parcel from Two-Family Residential to Central Mixed Use. A rezoning and Certified Survey Map related to the Comprehensive Plan Amendment are also pending. This Comprehensive Plan Amendment will run concurrently with the rezoning. The parcel cannot be rezoned without adoption of the associated Comprehensive Plan Amendment.

STAFF EVALUATION:

Land Use and Zoning:

Nearby Future Land Use designations include Central Mixed Use directly adjacent to the south, as well as, across the street to the east and to the north. Two-Family Residential Future Land Use exists to the west.

Nearby Zoning includes Central Business District Zoning directly adjacent to the south, Neighborhood Business Zoning directly adjacent to the north, and Central Business District Zoning with a Planned Unit Development Overlay across the street to the east. Two-Family Residential Zoning exists to the west.

Wisconsin Statutes

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

Section 3, Item B.

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

Land Use Goals, Objectives, and General Policies

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.

OPTIONS:

The following possible options for the Plan Commission:

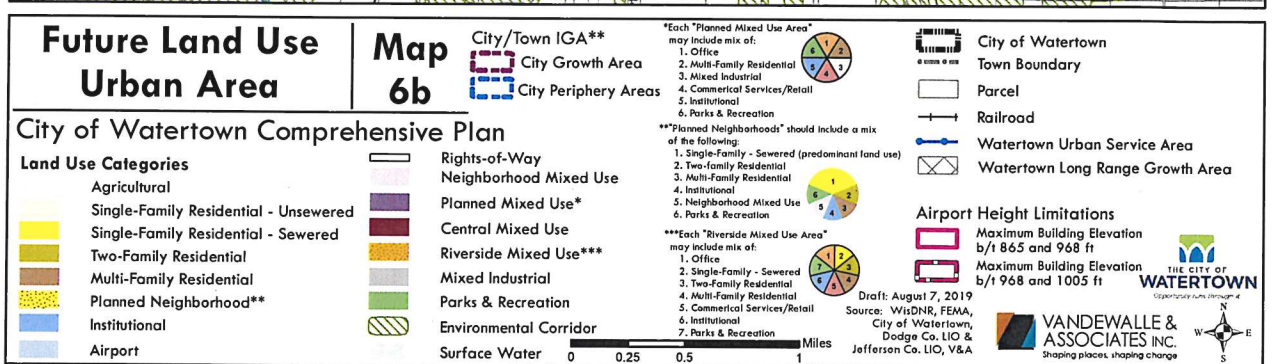
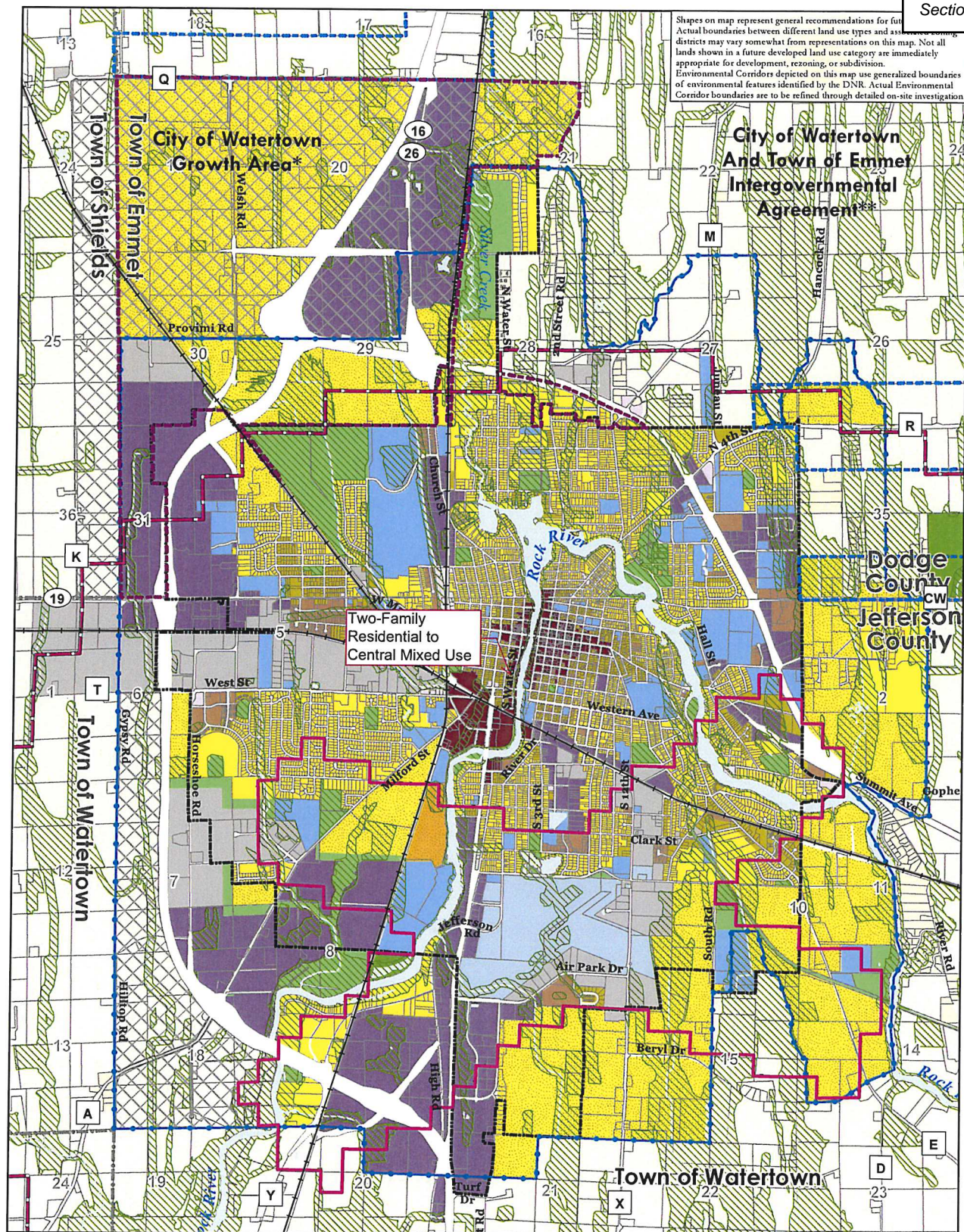
1. Set public hearing date for March 21, 2023
2. Set public hearing to a later date.

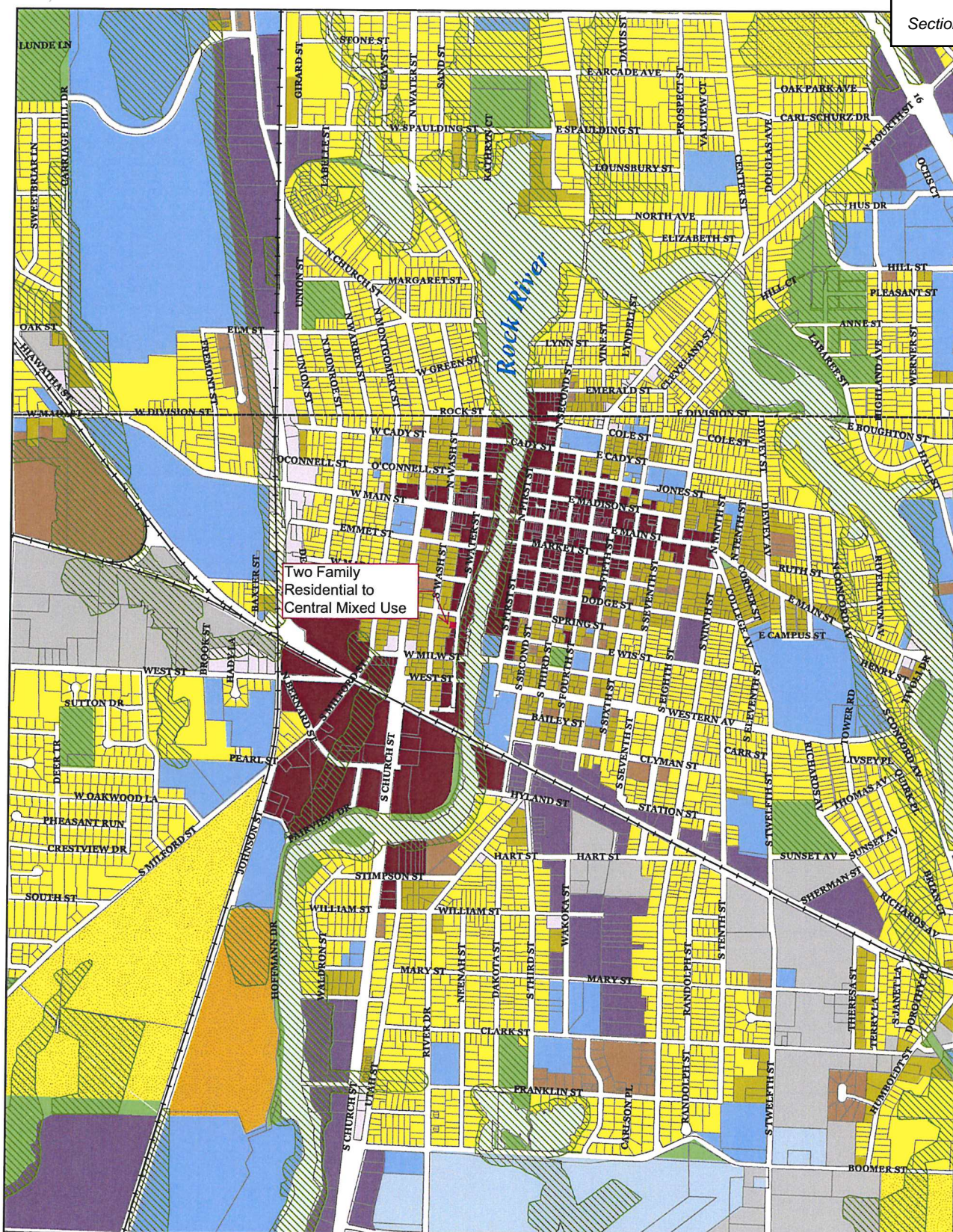
ATTACHMENTS:

- Application materials.

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Opportunity Runs Through It





Future Land Use Downtown Area

Map 6a

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
County Boundary
Town Boundary
Parcel
Railroad

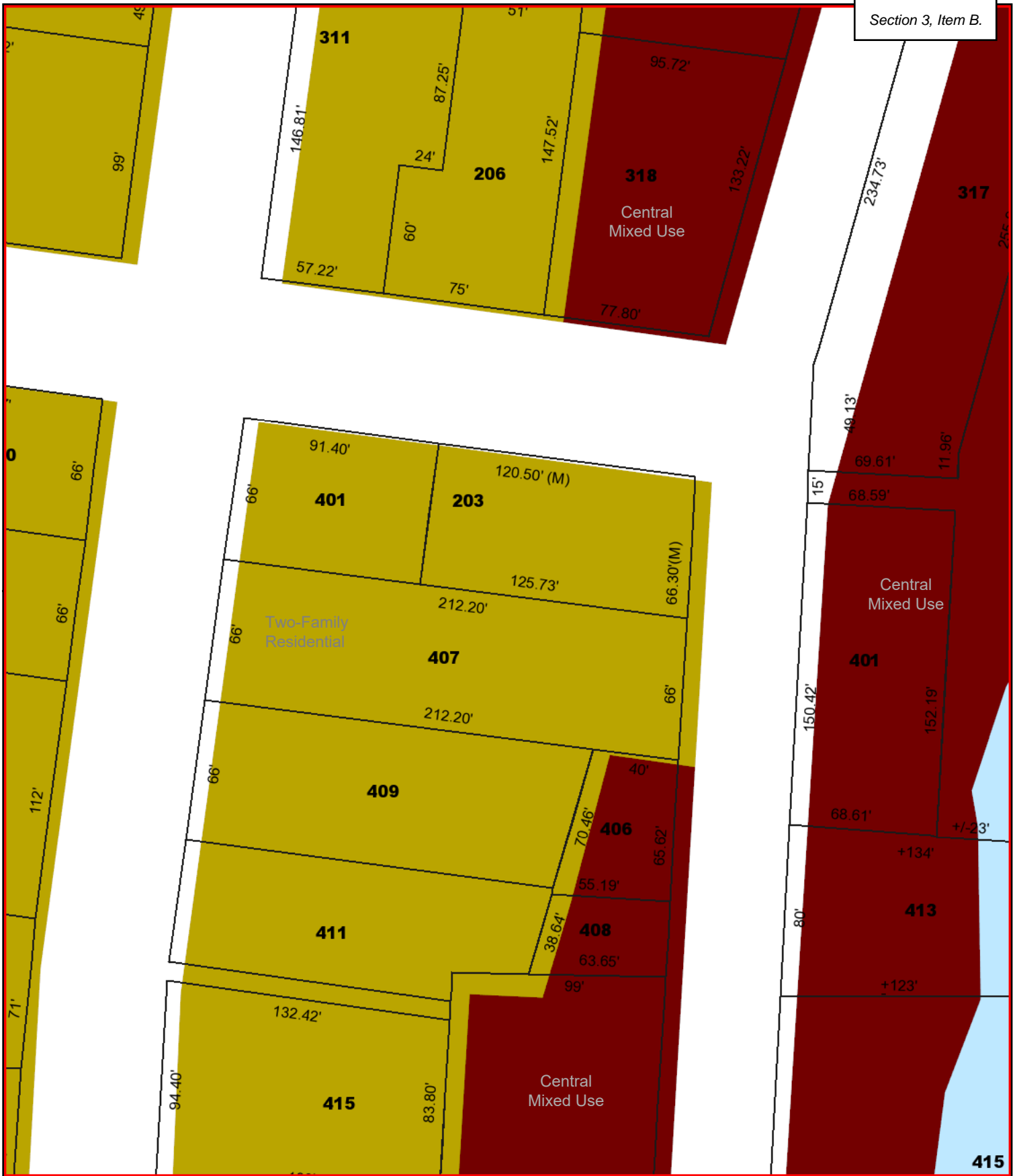
**THE CITY OF
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Opportunity runs through it

Source: WisDNR, FEMA,
City of Watertown,
Dodge Co. UO &
Jefferson Co. UO, V&A

VANDEWALLE & ASSOCIATES INC.
Shaping places. shaping change

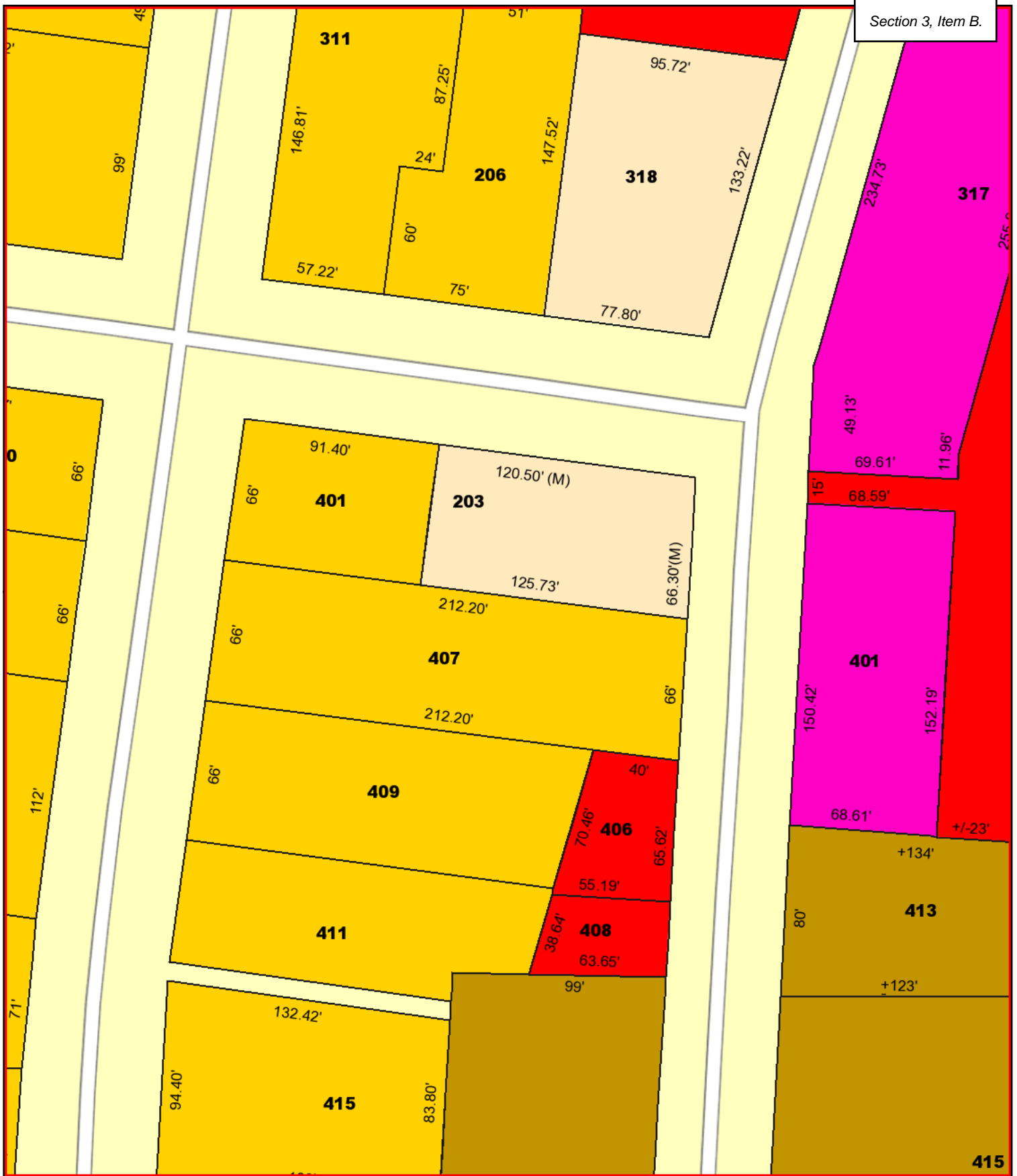
0 500 1,000 2,000 Feet

W N E S



Existing Zoning

Section 3, Item B.



<p>Zoning</p> <ul style="list-style-type: none"> Unknown Two-Family Residential-6 Single-Family Residential-4 Senior Residential 	<ul style="list-style-type: none"> Rural Holding Planned Unit Development Planned Office And Institutional Planned Industrial Planned Business Neighborhood Office 	<ul style="list-style-type: none"> Neighborhood Business Multiple Zoning Multi-Family Residential-8 Multi-Family Residential-10 Heavy Industrial General Industrial 	<ul style="list-style-type: none"> General Business Conditional Use Central Business District City Limits
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City of Watertown Geographic Information System

Scale: 1 inch = 60 feet
SCALE BAR = 1"

Printed on: January 1, 2013
Author: Private User

DISCLAIMER: This map is not a substitute for an actual field survey or on-site 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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PROPOSED CERTIFIED SURVEY MAP
LOT 2 BLOCK 36 AND PART OF LOT BLOCK 49
CITY OF WATERTOWN, JEFFERSON COUNTY WISCONSIN.
407 S. WASHINGTON ST.

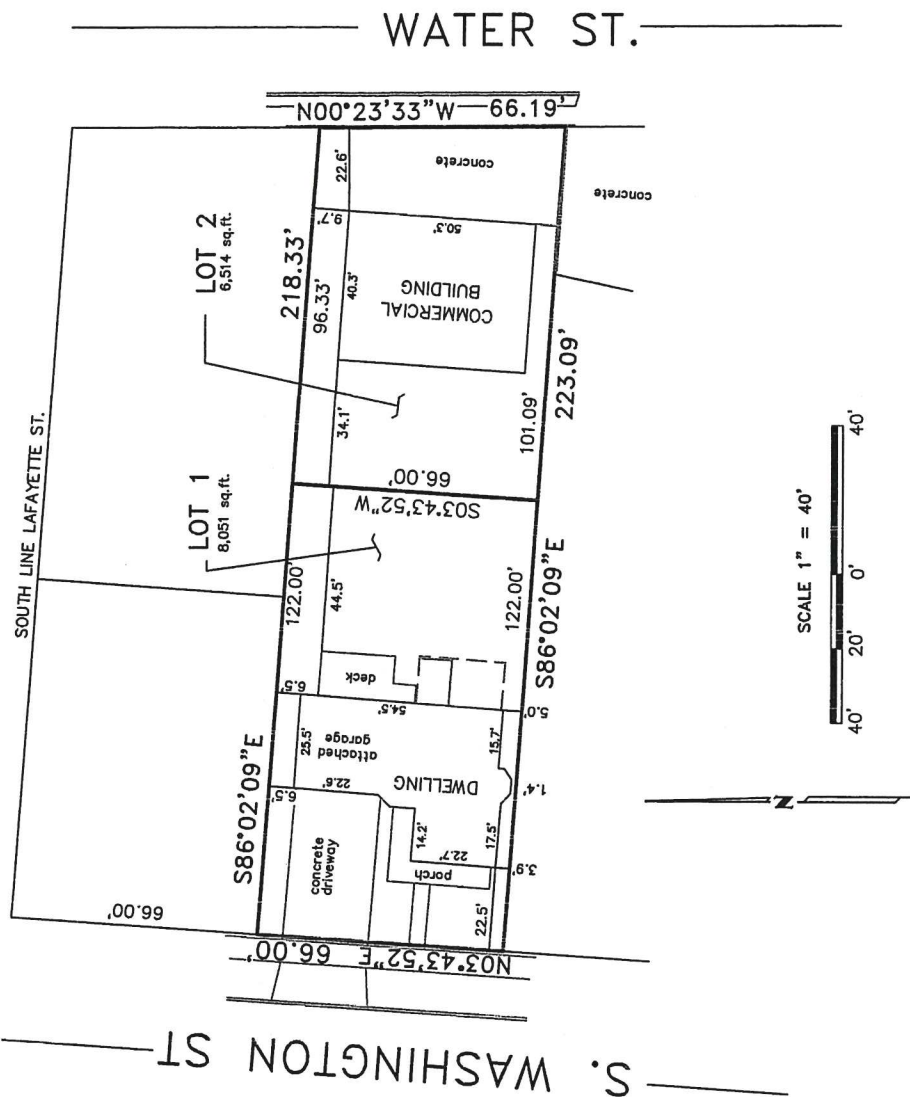


Franklin J. Lehman
FRANKLIN J. LEHMAN
JAN 31, 2023
DATE
PLS-2211
230103
JOB NO.

I hereby certify that I have surveyed the above described property and that the above map is a correct representation thereof and shows the size and location of the property, its exterior boundaries, the location of all visible structures and dimensions of all principal buildings thereon, boundary fences, apparent easements, roadways and encroachments, if any.
This survey is made for the use of the present owners of the property, and those who purchase mortgage or guarantee the title thereto within one year from date hereof.

LIBERTY LAND SURVEYING

PO BOX 202
LAKE MILLS, WISCONSIN 53551
262-767-8786 262-901-5116



WE ARE REQUESTING TO SPLIT AND REZONE PROPERTY FROM TWO FAMILY RESIDENTIAL TO CENTRAL BUSINESS. WE HAVE HAD A BUILDING ON PROPERTY TO BE SPLIT FOR 30 YEARS. THE PROPERTY TO THE SOUTH OF OUR BUILDING IS ZONED CENTRAL BUSINESS AND THE PROPERTY TO THE NORTH IS ZONED NEIGHBORHOOD BUSINESS. FUTURE LAND USE MAPS SHOW THAT CENTRAL BUSINESS WOULD BE SURROUNDING OUR PROPERTY. WE PLAN ON HAVING OFFICES IN OUR BUILDING. WE WILL ALSO PLANT A PRIVACY HEDGE ALONG THE NEW PROPOSED LOT LINE FOR A BUFFER BETWEEN THE TWO PROPERTIES.

**PLAN COMMISSION RESOLUTION 2022-01
RECOMMENDING THE ADOPTION OF A PUBLIC PARTICIPATION PLAN
FOR THE CITY OF WATERTOWN, WISCONSIN**

WHEREAS, the City of Watertown on December 4, 2019, adopted the City of Watertown Comprehensive Plan, under the authority of and procedures established by §66.1001(4), Wisconsin Statutes; and

WHEREAS, that 2019 Comprehensive Plan document advises both the regular Plan Commission review of the Comprehensive Plan, as well as the ability to respond to unique circumstances which arise in relation to the Comprehensive Plan which are distinct from the regular plan review process, and to enable the City's consideration of potential amendments where the Plan becomes irrelevant or contradictory to emerging policy or trends; and

WHEREAS, §66.1001(4)(a), Wisconsin Statutes, requires that the governing body of the local governmental unit adopt written procedures designed to foster public participation at every stage of the comprehensive plan preparation or amendment process, and that such written procedures shall provide for wide distribution of draft plan materials, an opportunity for the public to submit written comments on the plan materials, and a process for the governing body to respond to such comments; and

WHEREAS, the City of Watertown believes that meaningful public involvement in processes designed to periodically consider and adopt amendments to its Comprehensive Plan is important to assure that the resulting Plan and adopted amendments meet the wishes and expectations of the public; and

WHEREAS, the attached "City of Watertown Comprehensive Plan Amendment Public Participation Plan" includes procedures to foster public participation, ensure distribution of draft plan materials, provide opportunities for written comments on such materials, and provide mechanisms to respond to such comments.

NOW, THEREFORE, BE IT RESOLVED that the Plan Commission of the City of Watertown hereby recommends that the Common Council adopt a resolution to constitute official City approval of the attached "City of Watertown Comprehensive Plan Amendment Public Participation Plan" as required under §66.1001(4)(a), Wisconsin Statutes.

Adopted this 24th day of January 2022.

Mayor Emily McFarland, Plan Commission
Chair

Megan Dunneisen, City Clerk

CITY OF WATERTOWN COMPREHENSIVE PLAN AMENDMENTS PUBLIC PARTICIPATION PLAN

Section 1: Introduction

In 2019, the City of Watertown adopted its most recent comprehensive plan. The City is now undergoing a process to amend the comprehensive plan. In order to comply with Wisconsin's comprehensive planning law, the City has prepared the following public participation plan and timeline. Public participation helps ensure that the comprehensive plan accurately reflects the vision of the community.

Section 2: Purpose

Pursuant to Section 66.1001(4)(a), Wisconsin Statutes, the purpose of a Public Participation Plan is to outline the procedures that will be used in the planning process to foster public participation, including open discussions and public meetings, to ensure that there are opportunities for participation in the comprehensive plan amendment process. This Public Participation Plan specifies procedures to involve the public in reviewing proposed amendments to the comprehensive plan.

Section 3: Policy Guidelines for Public Participation

To foster public participation in the planning process, the following guidelines will be followed:

- All Plan Commission meetings devoted to the comprehensive plan amendment process will be publicized in advance and open to the public.
- City staff will prepare and disseminate information to the public on the participation efforts for the comprehensive plan amendment. Interested citizens should contact Zoning Administrator Jacob Maas at (920) 262-4041 for more information.
- The City's Plan Commission will provide policy guidance during the amendment process.
- The City will work with local media and utilize other existing sources of communication as a tool to reach out to the public and gather input.
- The Plan Commission may recommend adoption of the amended comprehensive plan to the City Council. A Class I hearing notice in the City's official newspaper of record will be published prior to the public hearing.
- The City will establish a timeline outlining the process for plan preparation and review. The City intends to follow the established timeline, although the timeline may be adjusted as project requirements and the needs of the City evolve.