



## PLAN COMMISSION MEETING AGENDA

MONDAY, MARCH 27, 2023 AT 4:30 PM

**LOWER LEVEL ROOM 0041, MUNICIPAL BUILDING, 106 JONES STREET, WATERTOWN, WI**

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**By Phone or GoToMeeting:** Members of the media and the public may attend by calling: (Toll Free): 1 877 309 2073 Access Code: 614-603-013 or <https://meet.goto.com/614603013>  
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 March 13, 2023
- B. Review and take action: Plan Commission minutes dated February 13, 2023
- C. Review and take action: Plan Commission minutes dated March 13, 2023

### 3. BUSINESS

- A. Conduct public hearing: 1400 W. Main Street– Conditional Use Permit (CUP) request for outdoor display and sales of portable sheds under Section 550-33B(2)(e)
- B. Review and take action: 1400 W. Main Street– Conditional Use Permit (CUP) request for outdoor display and sales of portable sheds under Section 550-33B(2)(e)
- C. Conduct public hearing: 701 S. Church Street– Conditional Use Permit (CUP) request for outdoor display and sales of portable sheds under Section 550-33B(2)(e)
- D. Review and take action: 701 S. Church Street– Conditional Use Permit (CUP) request for outdoor display and sales of portable sheds under Section 550-33B(2)(e)
- E. Review public hearing comments and make recommendation to Common Council: 713 Milford Street – rezoning request for a portion of the property from SR-4, Single-Family Residential to PO, Planned Office and Institutional
- F. Review public hearing comments and make recommendation: 407 S. Washington Street rezoning request from TR-6, Two Family Residential to CB, Central Business
- G. Review public hearing comments and make recommendation: 407 S. Washington Street Comprehensive Plan Amendment
- H. Review and take action: 407 S. Washington Street Certified Survey Map (CSM)
- I. Initial review and schedule public hearing: Hunter Oaks Planned Unit Development Plan (PUD) General Development Plan (GDP)

### 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](mailto: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**  
**March 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; Doug Zwieg of Building, Safety & Zoning; Emily Mayor McFarland; Jeff Meloy of the Police Department; Kristine Butteris of Parks, Recreation & Forestry; Mike Zitelman of the Water Department; Maureen McBroom of Stormwater Utility and Engineering; Andrew Beyer of Engineering; Anthony Rauterberg of the Fire Department; and Stacy Winkelman of the Street Department. Also in attendance were Mason Becker; Nikki Zimmerman; and John Donovan of Bielinski Homes.

**1. Call to Order**

The meeting was called to order by Chairperson Brian Zirbes.

**2. Review and approve Site Plan Review Committee Minutes Dated February 27, 2023**

Motion was made by Doug Zwieg and seconded by Andrew Beyer to approve the February 27, 2023 Site Plan Review minutes as submitted. Unanimously approved.

**3. Preapplication Conference and Concept Plan: Hunter Oaks Planned Unit Development Plan (PUD) General Development Plan (GDP)**

John Donovan of Bielinski Homes was present to describe the proposed project. The properties are currently zoned Planned Unit Development (PUD), however, they have no current General Development Plan. The proposal looks to revise an expired General Development Plan from 2017. The proposal consists of 27 two-family Ranch Style Condominiums, 34 two-family Sabrina Ranch Style condominiums, and 91 single-family home lots. A developer's agreement is also being drafted which will dedicate a neighborhood park and transfer a detention pond to the City. The roads will be considered privately owned. There is also a plan to vacate Belmont Drive as a public road.

The following was presented by city staff:

Fire:	Ensure the width of the streets will be wide enough for emergency vehicles.
Police:	Nothing at this time.
Water:	Nothing at this time.
Streets:	Nothing at this time.
Parks:	Confirm that the boulevard trees will be within the city landscape ordinances and guidelines.
Stormwater:	Each phase will need to meet the stormwater and DNR requirements at the time of construction. Wetlands may need to be delineated at the time of construction. Review for need of a maintenance agreement will have to take place with each phase.
Engineering:	<p>-On the second page of the draft General Development Plan, it states "Belmont Road". That should read "Belmont Drive".</p> <p>-Under the Dedication Section, the park should be Area I. It currently states Area J and that park is already dedicated.</p> <p>-In the second paragraph of the Dedication – the rights of way will need additional detail for clarification purposes. Right-of-way located in Area H-2 (Phase I) will be improved prior to park &amp; pond dedication.</p> <p>-Each individual phase will need an Erosion Control permit before construction.</p>
Building:	Nothing at this time.
Mayor:	<p>-Under the Dedication section of the General Development Plan draft, the end of the first paragraph states that the City would obtain the neighborhood park and the right of way in the Developers Agreement for H2-PH1-4. John Donovan confirmed that this is a misprint. It should be Areas I and K will be dedicated to the city with Phase H-2 (PH. 1).</p> <p>-Reiterated that, even if the road is private, it needs to be wide enough for emergency and garbage vehicles.</p>

No action needs to be taken on this item since it is discussion only.

**4. Adjournment**

Motion was made by Doug Zwieg and seconded by Anthony Rauterberg to adjourn. Unanimously approved.

Respectfully submitted,  
Nikki Zimmerman, Recording Secretary

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

**PLAN COMMISSION MINUTES**  
February 13, 2023 | 4:30 p.m.

Section 2, Item B.

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

**The following members were present:** Mayor Emily McFarland (Chair), Jaynellen Holloway PE (Director of Public Works/City Engineer), Brian Zirbes (Zoning), Alyse Talaga (Citizen Member), Brian Konz (Park & Rec. Rep), Melissa Lampe (Citizen Member), Nick Krueger (remote) (Citizen Member), and James Romlein PE (Recording Secretary).

**Others Present:** Andrew Beyer PE (Assistant City Engineer)

**Citizens Present:** M. Chellelamke, Noah Schultz, Dean Landowski, Jerimie Sanders, Hanette Wohler.

**1. Call to order**

**Mayor McFarland called the meeting to order at 4:32 p.m. and opened item 2 for questions, comments or a motion.**

**2. Review and take action: Site Plan Review minutes dated January 23, 2023**

**Motion by Konz to approve, Second by Holloway**

**Approved by unanimous voice vote**

**3. Review and take action: Plan Commission minutes dated January 23, 2023**

**Mayor McFarland opened and called for comments, discussion or a motion.**

**Motion to approve by Lampe, Second by Holloway**

A correction to the minutes is required to correctly spell Ms. Tolaga in item C.

**Unanimous by voice vote to approve as amended**

**Mayor McFarland explained that the next two items refer to actions on the same property which will consist of a public hearing followed by an item to review and take action. Persons wishing to speak to the issue were invited to speak.**

**4. Conduct public hearing: 210 S. Water Street– Conditional Use Permit (CUP) request for Indoor commercial entertainment under Section 550-34B(2)(f)**

**No person spoke and Mayor McFarland closed the public hearing.**

**5. Review and take action: 210 S. Water Street – Conditional Use Permit (CUP) request for Indoor commercial entertainment under Sections 550-34B(2)(f) – C&J BBQ and Soul Food**

**Mayor McFarland opened the item and called Mr. Zirbes to present the matter under consideration.**

**Mr. Zirbes summarized the information shown below on the Site Plan Review/ Plan Commission document.**

**SITE DETAILS:**

Acres: 0.73

Current Zoning: CB Central Business

Existing Land Use: Commercial

Future Land Use Designation: Central Mixed Use. No identified conflicts with Comprehensive Plan.

**BACKGROUND AND APPLICATION DESCRIPTION:**

Applicant is seeking approval of a conditional use permit to operate a barbeque restaurant within a section of an existing building at 210 South Water Street. The restaurant will operate Monday thru Friday 11am to 10:30pm and will initially be closed Saturdays and Sundays. The operation will offer both indoor and seasonal outdoor seating, with the outdoor seating ending service at 9pm. Live or recorded music may be played on occasion during regular business hours in either indoor or outdoor spaces. No alcoholic

beverages will be served at the restaurant. The barbeque smoker will be operated in the d between the hours of 2am and 11am. A business operation plan is attached.

#### STAFF EVALAUATION:

##### Site Plan Review Committee:

See Minutes of February 13, 2023.

##### Land Use and Zoning:

- Within the Central Business (CB) Zoning District, 'no requirements for on-site landscaping or parking are required' [per § 550-34A].
- Also, within the Central Business (CB) Zoning District 'Indoor Commercial Entertainment 'is a principal land use permitted as a Conditional Use [per § 550-34B(2)(f)]. 'Indoor Commercial Entertainment 'includes restaurants among the allowed uses [per § 550-52H].

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

- 'If located on the same side of the building as abutting residentially zoned property, no customer entrance of any kind shall be permitted within 150 feet, or as far as possible, of a residentially zoned property '[per § 550-52H(1)(a)].
- The 'facility shall provide a bufferyard with minimum opacity of 0.60 along all borders of the property abutting residentially zoned property '[per § 550-52H(1)(b)].
- Also, within the Central Business (CB) Zoning District, 'Outdoor Commercial Entertainment incidental to Indoor Commercial Entertainment 'is an accessory use permitted by right [per § 550-34C(1)(n)]. 'Outdoor Commercial Entertainment 'uses include those 'which provide entertainment services partially or wholly outside of an enclosed building '[per § 550-52I].

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

- The 'activity areas shall not be located closer than 50 feet to a residentially zoned property '[per § 550-52I(1)(a)(1)].
- The 'facility shall provide a bufferyard with minimum opacity of 0.80 along all borders of the property abutting residentially zoned property '[per § 550-52I(1)(b)].

#### WISCONSIN ACT 67:

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

1. 62.23 (7) (de)(1) *In this paragraph:*

- a. "Conditional use" means a use allowed under a conditional use permit, special exception, or other special zoning permission issued by a city, but does not include a variance.
- b. "Substantial evidence" means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.

i. 62.23 (7) (de)(2)

- a. If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in the city ordinance or those imposed by the city zoning board, the city shall grant the conditional use permit. Any condition imposed must be related to the purpose of the ordinance and be based on substantial evidence.
- b. The requirements and conditions described under subd. 2. a. must be reasonable and, to the extent practicable, measurable and may include conditions such as the permit's duration, transfer, or renewal. The applicant must demonstrate that the application and all requirements and conditions established by the city relating to the conditional use are or shall be satisfied, both of which must be supported by substantial evidence. The city's decision to approve or deny the permit must be supported by substantial evidence.



PLAN COMMISSION DECISION:

Indoor Commercial Entertainment Criteria	Applicant Provided Substantial Evidence		Opponent Provided Substantial Evidence		PC Finds Standards Met	
<i>If located on the same side of the building as abutting residentially zoned property, no customer entrance of any kind shall be permitted within 150 feet, or as far as possible, of a residentially zoned property</i>	Yes	No	Yes	No	Yes	No
Indoor Commercial Entertainment Criteria	Applicant Provided Substantial Evidence		Opponent Provided Substantial Evidence		PC Finds Standards Met	
<i>Facility shall provide bufferyard with minimum opacity of 0.60 along all borders of the property abutting residentially zoned property (see § 550-99).</i>	Yes	No	Yes	No	Yes	No
Outdoor Commercial Entertainment Criteria	Applicant Provided Substantial Evidence		Opponent Provided Substantial Evidence		PC Finds Standards Met	
<i>Within the Central Business (CB) Zoning District, outdoor activity areas shall not be located closer than 50 feet to a residentially zoned property.</i>	Yes	No	Yes	No	Yes	No
Outdoor Commercial Entertainment Criteria	Applicant Provided Substantial Evidence		Opponent Provided Substantial Evidence		PC Finds Standards Met	
<i>The outdoor facility shall provide a bufferyard with minimum opacity of 0.80 along all borders of the property abutting residentially zoned property</i>	Yes	No	Yes	No	Yes	No

*If Plan Commission answers "no" to any of the questions, above, the CU permit must be denied. Otherwise, proceed to the condition of approval.*

## i. 62.23 (7) (de)(3)

*Upon receipt of a conditional use permit application and following publication in the city of a class 2 notice under ch. 985, the city shall hold a public hearing on the application.*

## ii. 62.23 (7) (de)(4)

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

## iii. 62.23 (7) (de)(5)

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

**Recommendation:**

These are the following options, but not limited to, for the Plan Commission based on the information received by the City of Watertown Zoning & Floodplain Administrator:

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

Mayor McFarland opened the item for questions, discussion, comments and advised that the owner and available.

Opening the discussion, Mayor McFarland observed that there was some concern and discussion warranted on the 50-foot matter.

Applicable regulations for Outdoor Commercial Entertainment land use include the following:

- The activity areas shall not be located closer than 50 feet to a residentially zoned property per Section 550-52I(1)(a)(1).

- The facility shall provide a bufferyard with a minimum opacity of 0.80 along all borders of the property abutting residentially zoned property per Section 550-52I(1)(b)

Mr. Jerimie Sanders, owner, spoke to the question and summarized the physical layout, noting the steel barrier between the entertainment area and the private property, the plans for the entertainment area, and answered many other questions about the specific other elements of the operations.

After some time, the frank and detailed explanation by Mr. Sanders was rewarded by a visible consensus by the members in support of applicants compliance with the regulation.

Mayor McFarland explained that Conditional Use Permits are governed by state law and that, as long as applicant meet the conditions, this body has very little capacity to deny a Conditional Use Permit.

The mayor further explained that City has amended the requirements in the downtown area and now allow outdoor entertainment incidental to indoor entertainment. In the downtown business district, if you have Indoor Entertainment, you also have Outdoor Entertainment by right.

Mayor McFarland opened the graphic of the property and reviewed all the issues and entrances of the site and advised Mr. Sanders to check with us when considering signage.

Members visited issues of cooker-smoke, smell, noise at night, and outdoor music ending at nine. p.m. and Mr. Sanders provided a comprehensive review of their consideration for the neighbors in their operating practices and injected a bit of humor to complete his well-received responses to Commissioners. Mayor McFarland encouraged Mr. Sanders, expressed her strong support and welcomed him to the business community.

**Motion for approval, noting the 50-foot and 9 p.m. sound requirements, was made by Jaynellen Holloway and seconded by Melissa Lampe. Unanimous by voice vote.**

## 6. Adjournment

**Motion to Adjourn by Lampe, Second by Holloway  
Unanimous approval by Voice Vote**

**Meeting closed at 4.52 p.m.**

**Respectfully Submitted,  
James W. Romlein Sr. PE  
Recording Secretary**

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

**PLAN COMMISSION**

Minutes

March 13, 2023 | 4:30 p.m.

Section 2, Item C.

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

**The following members were present:** Mayor Emily McFarland (Chair), Andrew Beyer PE (Assistant City Engineer), Brian Zirbes (Zoning Administrator), Alyse Talaga (Citizen Member), Brian Konz (Park & Rec. Rep), Melissa Lampe (Citizen Member), Nick Krueger (Citizen Member), and James Romlein PE (Recording Secretary).

**Others Present:** Steven T. Chesebro City Attorney, Alderperson Wetzels, Mr. Wehmeyer and Mr. Russell (on-line).

**Citizens Present:** John Donovan, Nathan Peters

**1. CALL TO ORDER**

**Mayor McFarland called the Commission to Order and opened item 2 A.**

**2. APPROVAL OF MINUTES**

**A. Review and take action: Site Plan Review minutes dated February 27, 2023**

**Mayor McFarland called for discussion or a motion.**

**No Discussion**

**Motion to approve Krueger, Second by Lampe**

**Unanimous by voice vote.**

**B. Review and take action: Plan Commission minutes dated February 27, 2023**

**Mayor McFarland called for discussion or a motion.**

**Motion to approve Krueger, noting that the minutes reflected his participation online when in fact,**

**Mr. Krueger was present in the meeting and asked that the minutes be amended.**

**Second by Lampe for the minutes as amended.**

**Unanimous by voice vote.**

**3. BUSINESS**

**A. Conduct public hearing: 713 Milford Street- Conditional Use Permit (CUP) request for a Community Living Arrangement (nine to 15 residents) under Section 550-30B(2)(e)**

**Mayor McFarland opened the public hearing and called any person wishing to speak on this matter to come to the microphone and address the Commission.**

**Hearing none -**

**Mayor McFarland closed the public hearing and opened the associated action item 3 B.**

**B. Mayor McFarland called on Mr. Zirbes to provide the summary of issues to be considered by the Commission for approval or other actions.**

**Mr. Zirbes detailed the information in the communications shown below.**

TO: Plan Commission

DATE: March 13, 2023

SUBJECT: 713 Milford Street, Conditional Use Permit - CUP

SITE DETAILS:

Acres: 32.5

Current Zoning: Planned Office and Institutional  
Existing Land Use: Institutional  
Future Land Use Designation: Planned Mixed Use & Planned Neighborhood.

**BACKGROUND AND APPLICATION DESCRIPTION:**

Applicant is seeking approval of a conditional use permit to utilize an existing 6,700 sq ft building to house a Youth Crisis Mental Health Facility. The facility will have 12 beds and provide treatment services for boys and girls ages 10 to 17. The facility will operate 24/7, 365 days a year with the average youth stay being 3 to 5 days. Staffing will consist of a minimum of 2 full-time employees but will increase as necessary to maintain a 1 to 3 ratio of staff to children. Light renovation of the building is planned prior to the opening of the facility at the end of June 2023.

**STAFF EVALUATION:**

Site Plan Review Committee:

See Minutes of February 27, 2023.

Land Use and Zoning:

1. Within the Planned Office and Institutional (PO) Zoning District 'Institutional Residential' is a principal land use permitted as a Conditional Use [per § 550-30B(2)(d)]. 'Institutional Residential' includes limited care facilities, rehabilitation centers, and similar land uses among the allowed uses [per § 550-51F]. The existing 32.5 acre parcel exceeds the requirement of having at least 800 sq. ft. of gross site area per occupant and exceeds the requirement that a minimum of 30% of the gross site area be held as permanent green space [per § 550-51F].

Applicable regulations for 'Institutional Residential' land uses include the following:

- The proposed site shall be located so as to avoid disruption of an established or developing office area. Within the Neighborhood Office (NO) and the Planned Office and Institutional (PO) Districts, institutional residential developments shall be designed so as to maintain the character of the adjacent properties. [per § 550-51F(1)(a)].
  - Shall be located with primary vehicular access on a collector or arterial street [per § 550-51F(1)(b)].
  - No access shall be permitted to a local residential street [per § 550-51F(1)(c)].
  - Applicant shall provide off-street passenger loading area at a minimum of one location within the development [per § 550-51F(1)(d)].
  - All structures shall be located a minimum of 50 feet from any residentially zoned property which does not contain an institutional residential land use [per § 550-51F(1)(e)].
2. The Planned Office and Institutional (PO) Zoning District requires 'Institutional Residential' uses to follow the regulations of the Multifamily Residential – 10 Zoning District [per § 550-30F]. The proposal meets or exceeds all the residential density, intensity, and bulk requirements of the Multifamily Residential – 10 Zoning District [per § 550-27F].
  3. Parking and traffic circulation requirements for the facility will be met by utilizing existing driveways and parking areas. Access to the facility is provided by a driveway from Milford Street.
  4. Lighting of structures, parking areas, and traffic circulation areas will utilize existing lighting fixtures as well as new lighting along the driveway from Milford St. Lighting fixtures existing prior to the effective date of the zoning code are considered legal conforming uses [per § 550-110D(6)].
  5. A required off-street passenger loading area has been designated by the applicant.

**WISCONSIN STATUTES:**

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

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

*1. 62.23 (7) (de)(1) In this paragraph:*

- a. "Conditional use" means a use allowed under a conditional use permit, special exception, or other special zoning permission issued by a city, but does not include a variance.
- b. "Substantial evidence" means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.

2. 62.23 (7) (de)(2)

- a. *If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in the city ordinance or those imposed by the city zoning board, the city shall grant the conditional use permit. Any condition imposed must be related to the purpose of the ordinance and be based on substantial evidence.*
- b. *The requirements and conditions described under subd. 2. a. must be reasonable and, to the extent practicable, measurable and may include conditions such as the permit's duration, transfer, or renewal. The applicant must demonstrate that the application and all requirements and conditions established by the city relating to the conditional use are or shall be satisfied, both of which must be supported by substantial evidence. The city's decision to approve or deny the permit must be supported by substantial evidence.*

3. 62.23 (7) (de)(3)

*Upon receipt of a conditional use permit application and following publication in the city of a class 2 notice under ch. 985, the city shall hold a public hearing on the application.*

3. 62.23 (7) (de)(4)

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

4. 62.23 (7) (de)(5)

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

TO: Plan Commission

DATE: March 13, 2023

SUBJECT: 713 Milford Street, Conditional Use Permit - CUP

SITE DETAILS:

Acres: 32.5

Current Zoning: Planned Office and Institutional

Existing Land Use: Institutional

Future Land Use Designation: Planned Mixed Use & Planned Neighborhood.

BACKGROUND AND APPLICATION DESCRIPTION:

Applicant is seeking approval of a conditional use permit to utilize an existing 6,700 sq ft building to house a Youth Crisis Mental Health Facility. The facility will have 12 beds and provide treatment services for boys and girls ages 10 to 17. The facility will operate 24/7, 365 days a year with the average youth stay being 3 to 5 days. Staffing will consist of a minimum of 2 full-time employees but will increase as necessary to maintain a 1 to 3 ratio of staff to children. Light renovation of the building is planned prior to the opening of the facility at the end of June 2023.

STAFF EVALUATION

Site Plan Review Committee:

See Minutes of February 27, 2023.

Land Use and Zoning:

1. Within the Planned Office and Institutional (PO) Zoning District 'Institutional Residential' is a principal land use permitted as a Conditional Use [per § 550-30B(2)(d)]. 'Institutional Residential' includes limited care facilities, rehabilitation centers, and similar land uses among the allowed uses [per § 550-51F]. The existing 32.5 acre parcel exceeds the requirement of having at least 800 sq. ft. of gross site area per occupant and exceeds the requirement that a minimum of 30% of the gross site area be held as permanent green space [per § 550-51F].

Applicable regulations for 'Institutional Residential' land uses include the following:

- The proposed site shall be located so as to avoid disruption of an established or developed use within the Neighborhood Office (NO) and the Planned Office and Institutional (PO) Districts, institutional residential developments shall be designed so as to maintain the character of the adjacent properties. [per § 550-51F(1)(a)].
  - Shall be located with primary vehicular access on a collector or arterial street [per § 550-51F(1)(b)].
  - No access shall be permitted to a local residential street [per § 550-51F(1)(c)].
  - Applicant shall provide off-street passenger loading area at a minimum of one location within the development [per § 550-51F(1)(d)].
  - All structures shall be located a minimum of 50 feet from any residentially zoned property which does not contain an institutional residential land use [per § 550-51F(1)(e)].
2. The Planned Office and Institutional (PO) Zoning District requires 'Institutional Residential' uses to follow the regulations of the Multifamily Residential – 10 Zoning District [per § 550-30F]. The proposal meets or exceeds all the residential density, intensity, and bulk requirements of the Multifamily Residential – 10 Zoning District [per § 550-27F].
  3. Parking and traffic circulation requirements for the facility will be met by utilizing existing driveways and parking areas. Access to the facility is provided by a driveway from Milford Street.
  4. Lighting of structures, parking areas, and traffic circulation areas will utilize existing lighting fixtures as well as new lighting along the driveway from Milford St. Lighting fixtures existing prior to the effective date of the zoning code are considered legal conforming uses [per § 550-110D(6)].
  5. A required off-street passenger loading area has been designated by the applicant.

#### WISCONSIN STATUTES:

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

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

#### *1. 62.23 (7) (de)(1) In this paragraph:*

- a. "Conditional use" means a use allowed under a conditional use permit, special exception, or other special zoning permission issued by a city, but does not include a variance.*
- b. "Substantial evidence" means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.*

#### *2. 62.23 (7) (de)(2)*

- a. If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in the city ordinance or those imposed by the city zoning board, the city shall grant the conditional use permit. Any condition imposed must be related to the purpose of the ordinance and be based on substantial evidence.*
- b. The requirements and conditions described under subd. 2. a. must be reasonable and, to the extent practicable, measurable and may include conditions such as the permit's duration, transfer, or renewal. The applicant must demonstrate that the application and all requirements and conditions established by the city relating to the conditional use are or shall be satisfied, both of which must be supported by substantial evidence. The city's decision to approve or deny the permit must be supported by substantial evidence.*

#### *3. 62.23 (7) (de)(3)*

*Upon receipt of a conditional use permit application and following publication in the city of a class 2 notice under ch. 985, the city shall hold a public hearing on the application.*

#### *3. 62.23 (7) (de)(4)*

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

#### *4. 62.23 (7) (de)(5)*

## PLAN COMMISSION DECISIONS:

Institutional Residential Land Use Criteria	Applicant Provided Substantial Evidence		Opponent Provided Substantial Evidence		PC Finds Standards Met	
	Yes	No	Yes	No	Yes	No
1. The proposed site shall be located so as to avoid disruption of an established or developing office area. Within the Neighborhood Office (NO) and Planned Office and Institutional (PO) District, institutional residential developments shall be designed so	Yes	No	Yes	No	Yes	No
2. Shall be located with primary vehicular access on a collector or arterial street.	Yes	No	Yes	No	Yes	No
3. No access shall be permitted to a local residential street.	Yes	No	Yes	No	Yes	No
4. Applicant shall provide off-street passenger loading area at a minimum of one location within the development.	Yes	No	Yes	No	Yes	No
5. All structures shall be located a minimum of 50 feet from any residentially zoned property which does not contain an institutional residential land use.	Yes	No	Yes	No	Yes	No

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

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

## PLAN COMMISSION OPTIONS:

The following are possible options for the Plan Commission:

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

## ATTACHMENTS:

- Application materials

**After a brief offline discussions Mayor McFarland, seeing that a consensus had developed called for a motion.**

**Motion to approve without conditions Lampe, Second Talaga  
Unanimous by voice vote.**

**Mayor McFarland expressed a strong conviction and support for this initiative to support youth in need with this project and noted that the same support was shown by the members of the Commission and community at large.**

**Mayor McFarland also expressed her thanks to The Foundation and The County for their partnership and valued support.**

**Mayor McFarland summarized the support of all parties including Fire and Police departments.**

## **C. Pre-application Conference and Concept Plan: Hunter Oaks Planned Unit Development Plan (PUD) General Development Plan (GDP)**

**Mayor McFarland opened the item and asked Mr. Zirbes to provide the item specifics.**

**Mr. Zirbes presented the information in the Plan Commission document shown below.**

TO: Plan Commission  
 DATE: March 13, 2023  
 SUBJECT: Hunter Oaks PUD Pre-Application and Concept Review

Pre-Application and Concept Review for a Planned Unit Development (PUD) requested by John Donovan, agent for Bielinski Homes Inc., Hunter Oaks Subdivision, West Street, Watertown, WI. Parcel PIN(s): 291-0815-0642-005, 291-0815-0642-004, 291-0815-0642-003, 291-0815-0642-006, 291-0815-0642-007, 291-0815-0643-001 & 291-0815-0644-022

SITE DETAILS:

Acres: 58.89  
 Current Zoning: PUD Overlay  
 Existing Land Use: Undeveloped

Future Land Use Designation(s): Neighborhood Mixed Use, Multi-Family, Two Family, & Single-Family

BACKGROUND AND APPLICATION DESCRIPTION:

Applicant is seeking review and discussion before the Plan Commission regarding a conceptual Planned Unit Development (PUD). The properties are currently zoned Planned Unit Development (PUD), however, they have no current General Development Plan. The proposal looks to revise a now expired General Development Plan from 2017. The proposal consists of 27 two-family Ranch Style Condominiums, 34 two-family Sabrina Ranch Style condominiums, and 91 single-family home lots. A developer's agreement is also being drafted which will dedicate a neighborhood park and transfer a detention pond to the City.

STAFF EVALUATION:

Site Plan Review Committee:  
 See Minutes of March 13, 2023.

Land Use and Zoning:

The proposed PUD General Development Plan is requesting flexibilities to Zoning Standards as allowed under Section § 550-152B of the Zoning Code. For the proposed condominiums, the applicant seeks to reduce the Minimum Lot Area requirements from 4,350 sq. ft. per dwelling unit to 2,600 sq. ft. per dwelling unit and reduce the Minimum Street Yard from 40 ft to 25 ft. For the single-family homes, the applicant seeks to reduce the Minimum Lot Width from 75 ft to 50 ft.

An additional flexibility requested by the applicant is the use of condominium plats for a few areas of the proposed development. Approval of this flexibility would allow multiple principal structures per lot and private streets.

*Flexibilities allowed by a Planned Unit Development under Section § 550-152B:*

*B. Provision of flexible development standards for planned unit developments.*

- (1) Permitted location. Planned unit developments shall be permitted with the approval of a Planned Unit Development Overlay Zoning District specific to the approved planned unit development.*
- (2) Flexible development standards. The following exemptions to the development standards of the underlying zoning district may be provided with the approval of a planned unit development:*
  - (a) Land use requirements. All land uses listed as "residential," "institutional" or "commercial" may be permitted within a planned unit development.*
  - (b) Density and intensity requirements. All requirements listed for residential density and nonresidential intensity may be waived within a planned unit development.*
  - (c) Bulk requirements. All residential and nonresidential bulk requirements may be waived within a planned unit development.*
  - (d) Landscaping requirements. All landscaping requirements may be waived within a planned unit development.*
  - (e) Parking and loading requirements. All requirements for off-street parking, traffic circulation, and off-street loading may be waived within a planned unit development.*
  - (f) Drainageway Overlay District requirements. All Drainageway Overlay District requirements may be waived within a planned unit development.*



- (3) *Requirements to depict all aspects of development. Only development which is exempt from the required site plan approved by the Common Council as part of the approved planned unit development shall be permitted, even if such development (including all aspects of land use, density and intensity, bulk landscaping, and parking and loading) is otherwise listed as permitted. Requested exemptions from these standards shall be made explicit by the applicant in the application and shall be recommended by the Plan Commission and approved explicitly by the Common Council. If not so requested and approved, such exemptions shall not be permitted. Flexible development standards shall be limited to density and intensity bonuses of no greater than 25% higher than otherwise permitted by the MR-10 District, unless specifically granted by the Common Council, and shall be limited to reductions in bulk, landscaping, parking and loading requirements of no greater than 25% lower than otherwise permitted for the proposed land uses, unless specifically granted by the Common Council.*

*Per Sections § 550-152F(3) & § 550-152F(4), the Concept Review step is non-binding:*

- (3) *At the Plan Commission meeting, the applicant shall engage in an informal discussion with the Plan Commission regarding the conceptual PUD. Appropriate topics for discussion may include the any of the information provided in the PUD concept plan submittal packet or other items as determined by the Plan Commission.*
- (4) *Points of discussion and conclusions reached in this stage of the process shall in no way be binding upon the applicant or the City but should be considered as the informal nonbinding basis for proceeding to the next step. The preferred procedure is for one or more iterations of Plan Commission review of the concept plan to occur prior to introduction of the formal petition for rezoning which accompanies the general development plan (GDP) application.*

#### PLAN COMMISSION OPTIONS:

The following are possible options for the Plan Commission:

- i. No action required, non-binding discussion.

#### ATTACHMENTS:

- Application materials.

**Mayor McFarland observed that this is a pre-application conference as an opportunity for the Commission members to see the conceptual plans, ask any questions and in short, provide input to the developer in the early stages of the process.**

**Mayor McFarland introduce Mr. John Donovan of Bielinski Homes Inc.**

**Mr. Donovan provided a comprehensive overview of the project which included graphics of the stages and an explanation of the land use, lot size, utility considerations, and issues that affect the desirability of the complex.**

**There was an extensive question and reply session where many aspect of the project were discussed, except for the type of grass seed.**

**At the end of review, Commission members were very appreciative of the congenial effort by Mr. Donovan and expressed their anticipation for the future action on this development.**

**Mayor McFarland thanked Mr. Donovan and closed the item as no action was needed.**

#### **D. Discussion: Town of Emmet Boundary Agreement**

**Mayor McFarland opened the item advising that this is a discussion, and no action is required.**

**Mr. Zirbes provided a summary of the status of the Town Boundary Agreement.**

For the next twenty-seven minutes, the members discussed a most convoluted challenge. The members of the Commission will need to come to grips with in the near future in order to resolve this boundary agreement, considering the impact on the existing and future resident's matters, needs of the city, cost options available, and many other weighty items.

**Mayor McFarland closed the discussion recommending that Commissioners drive the area to become more familiar with the landscape and stand prepared for this future action.**

**Mayor McFarland asked for a motion to adjourn.**

#### **4. ADJOURNMENT**

**Motion to Adjourn by Romlein, Second by Holloway**

**Unanimous approval by Voice Vote**

**Meeting closed at 5:43 pm**

**Respectfully Submitted,  
James W. Romlein Sr. PE  
Recording Secretary**

Note: These meeting notes are uncorrected, and any corrections made will thereto 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: March 27, 2023  
SUBJECT: 1400 W Main Street, Conditional Use Permit - CUP

A request by Rick and Sara Knutson, agents for Marten Portable Buildings, for a Conditional Use Permit (CUP) for Outdoor Display. Parcel PIN: 291-0915-3143-001

SITE DETAILS:

Acres: 14.15  
Current Zoning: General Business  
Existing Land Use: Commercial  
Future Land Use Designation: Planned Mixed Use

BACKGROUND AND APPLICATION DESCRIPTION:

The applicant is seeking approval of a conditional use permit for Outdoor Display for a storage shed display and sales area on a portion of the Farm and Fleet Property. The dimensions of the Outdoor Display area will be approximately 111' x 213' (23,643 sq ft) and be located in the southeast corner of the Farm and Fleet Property. The storage sheds will be displayed year-round and there will be between 15 and 25 sheds on display at any given time.

STAFF EVALUATION:

Site Plan Review Committee:  
See Minutes of March 27, 2023.

Land Use and Zoning:

1. Within the General Business (GB) Zoning District 'Outdoor Display' is a principal land use permitted as a Conditional Use *[per § 550-33B(2)(e)]*. 'Outdoor Display' includes all land uses which conduct sales or display sales outside of an enclosed building. The applicant has defined an area for outdoor sales on the site plan within which all displayed materials will be kept *[per § 550-52D]*.

Applicable regulations for 'Outdoor Display' land uses include the following: *[per § 550-52D(1)]*

- The display of items shall not be permitted in permanently protected green space areas, required landscaped areas, or required bufferyards.
- The display of items shall not be permitted within required setback areas for the principal structure.
- In no event shall the display of items reduce or inhibit the use or number of parking stalls provided on the property below the requirement established by the provisions of § 550-107. If the number of provided parking stalls on the property is already less than the requirement, such display area shall not further reduce the number of parking stalls already present.
- Display areas shall be separated from any vehicular parking or circulation area by a minimum of 10 feet. This separation shall be clearly delimited by a physical separation such as a greenway, curb, fence or line of planters, or by a clearly marked paved area.
- Signs, screening, enclosures, landscaping or materials being displayed shall not interfere in any

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manner with either on-site or off-site traffic visibility, including potential traffic/traffic and traffic/pedestrian conflicts.

- Outdoor display shall be permitted during the entire calendar year; however, if goods are removed from the display area, all support fixtures used to display the goods shall be removed within 10 calendar days of the goods' removal.
  - Inoperative vehicles or equipment, or other items typically stored or displayed in a junkyard or salvage yard, shall not be displayed for this land use.
  - Facility shall provide a bufferyard with a minimum opacity of 0.60 along all borders of the display area abutting residentially zoned property, except per Subsection D(1)(e) above (see § 550-99).
2. Parking requirements of one space per 300 square feet of gross floor area will be met by utilizing the adjacent parking lots on the property [per § 550-52D(2)].
  3. Lighting for the site will utilize lights from the adjacent parking areas.

#### WISCONSIN STATUTES:

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

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

*1. 62.23 (7) (de)(1) In this paragraph:*

- a. "Conditional use" means a use allowed under a conditional use permit, special exception, or other special zoning permission issued by a city, but does not include a variance.*
- b. "Substantial evidence" means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.*

*2. 62.23 (7) (de)(2)*

- a. If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in the city ordinance or those imposed by the city zoning board, the city shall grant the conditional use permit. Any condition imposed must be related to the purpose of the ordinance and be based on substantial evidence.*
- b. The requirements and conditions described under subd. 2. a. must be reasonable and, to the extent practicable, measurable and may include conditions such as the permit's duration, transfer, or renewal. The applicant must demonstrate that the application and all requirements and conditions established by the city relating to the conditional use are or shall be satisfied, both of which must be supported by substantial evidence. The city's decision to approve or deny the permit must be supported by substantial evidence.*

*3. 62.23 (7) (de)(3)*

*Upon receipt of a conditional use permit application and following publication in the city of a class 2 notice under ch. 985, the city shall hold a public hearing on the application.*

*3. 62.23 (7) (de)(4)*

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

*4. 62.23 (7) (de)(5)*

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

PLAN COMMISSION DECISIONS:

Outdoor Storage Land Use Criteria	Applicant Provided Substantial Evidence		Opponent Provided Substantial Evidence		PC Finds Standards Met	
	Yes	No	Yes	No	Yes	No
1.The display of items shall not be permitted in permanently protected green space areas, required landscaped areas, or required bufferyards.	Yes	No	Yes	No	Yes	No
2.The display of items shall not be permitted within required setback areas for the principal structure.	Yes	No	Yes	No	Yes	No
3.In no event shall the display of items reduce or inhibit the use or number of parking stalls provided on the property below the requirement established by the provisions of § 550-107. If the number of provided parking stalls on the property is already less than the requirement, such display area shall not further reduce the number of parking stalls already present.	Yes	No	Yes	No	Yes	No
4.Display areas shall be separated from any vehicular parking or circulation area by a minimum of 10 feet. This separation shall be clearly delimited by a physical separation such as a greenway, curb, fence or line of planters, or by a clearly marked paved area.	Yes	No	Yes	No	Yes	No
5.Signs, screening, enclosures, landscaping or materials being displayed shall not interfere in any manner with either on-site or off-site traffic visibility, including potential traffic/traffic and traffic/pedestrian conflicts.	Yes	No	Yes	No	Yes	No
6.Outdoor display shall be permitted during the entire calendar year; however, if goods are removed from the display area, all support fixtures used to display the goods shall be removed within 10 calendar days of the goods' removal.	Yes	No	Yes	No	Yes	No
7.Inoperative vehicles or equipment, or other items typically stored or displayed in a junkyard or salvage yard, shall not be displayed for this land use.	Yes	No	Yes	No	Yes	No
8.Facility shall provide a bufferyard with a minimum opacity of 0.60 along all borders of the display area abutting residentially zoned property, except per Subsection D(1)(e) above (see § 550-99).	Yes	No	Yes	No	Yes	No

*If Plan Commission answers “no” to any of the questions, above, the CU permit must be denied. Otherwise, proceed to the conditions of approval.*

PLAN COMMISSION OPTIONS:

The following are possible options for the Plan Commission:

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

ATTACHMENTS:

- Application materials

3/6/2023

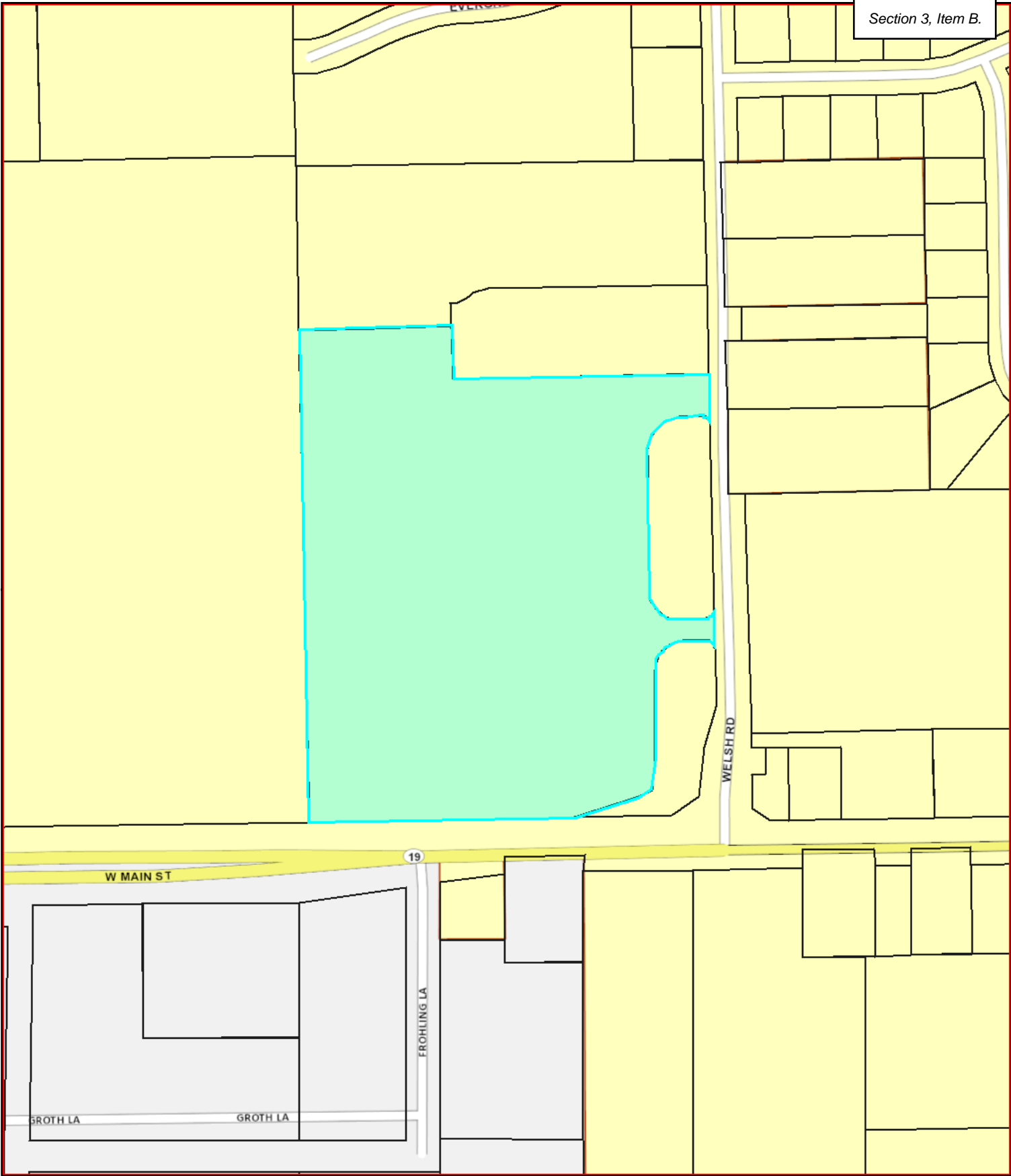
- We sell Portable Buildings that range in size, style, and purpose. They are hand built locally by Wisconsin Artisans and are delivered to customers ready for use with no additional assembly required.
- This is our only product to display at the Blain’s Farm & Fleet location in Watertown.
- It is our current intention to keep the buildings on display year-round or as in agreement with Blain’s.
- The number of buildings being displayed will vary between 15-25 depending on sizes. The buildings on display are for sale and they don’t typically get replaced with the exact same size/model. Additionally, the timing of pick up and deliveries varies so there will be a fluctuation.
- Site Plan building icons represent approx. a 14x20 building and our buildings start at 8x10.

3/6/2023





Section 3, Item B.



**Parcels**

Override 1

Parcels

21

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

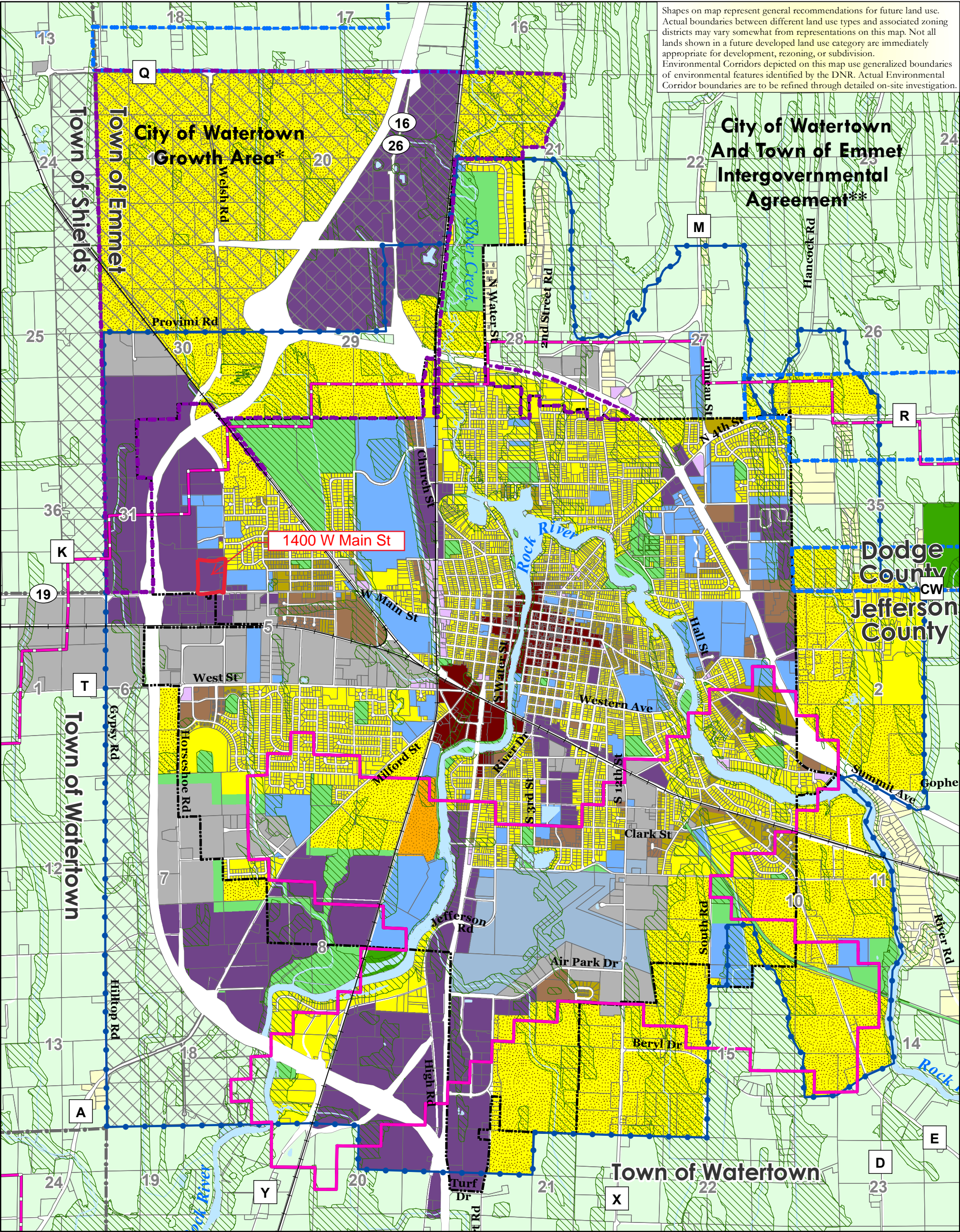
**City of Watertown Geographic Information System**

Scale: 1 inch = 250 feet  
SCALE BAR = 1"

Printed on: March 14  
Author: Private Use

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.





## 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

**City of Watertown**

**THE CITY OF WATERTOWN**

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**VADEWALLE & ASSOCIATES INC.**

Shaping places, shaping change

**Legend**

**City/Town IGA\*\***

- City Growth Area
- City Periphery Areas

**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

**Scale:** 0 0.25 0.5 1 Miles



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: March 27, 2023  
SUBJECT: 701 S Church Street, Conditional Use Permit - CUP

A request by Secure Storage of Watertown LLC for a Conditional Use Permit (CUP) for Outdoor Display. Parcel PIN: 291-0815-0431-052

SITE DETAILS:

Acres: 7.88  
Current Zoning: General Business  
Existing Land Use: Commercial  
Future Land Use Designation: Central Mixed Use

BACKGROUND AND APPLICATION DESCRIPTION:

The applicant is seeking approval of a conditional use permit for Outdoor Display for a storage shed display and sales area on a portion of the Secure Storage of Watertown property. The Outdoor Display area will be approximately 7,200 sq ft and be located in the northwest corner of the property. The storage sheds will be displayed year-round and there will be between 10 and 12 sheds on display at any given time. Pavement makings will be installed to delineate the display areas from the vehicular parking and circulation areas. Hours of operation will be 9am to 5pm Monday thru Friday and 9am to 1pm on Saturdays.

STAFF EVALUATION:

Site Plan Review Committee:  
See Minutes of March 27, 2023.

Land Use and Zoning:

1. Within the General Business (GB) Zoning District 'Outdoor Display' is a principal land use permitted as a Conditional Use *[per § 550-33B(2)(e)]*. 'Outdoor Display' includes all land uses which conduct sales or display sales outside of an enclosed building. The applicant has defined an area for outdoor sales on the site plan within which all displayed materials will be kept *[per § 550-52D]*.

Applicable regulations for 'Outdoor Display' land uses include the following: *[per § 550-52D(1)]*

- The display of items shall not be permitted in permanently protected green space areas, required landscaped areas, or required bufferyards.
- The display of items shall not be permitted within required setback areas for the principal structure.
- In no event shall the display of items reduce or inhibit the use or number of parking stalls provided on the property below the requirement established by the provisions of § 550-107. If the number of provided parking stalls on the property is already less than the requirement, such display area shall not further reduce the number of parking stalls already present.
- Display areas shall be separated from any vehicular parking or circulation area by a minimum of 10 feet. This separation shall be clearly delimited by a physical separation such as a greenway, curb, fence or line of planters, or by a clearly marked paved area.

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- Signs, screening, enclosures, landscaping or materials being displayed shall not interfere in any manner with either on-site or off-site traffic visibility, including potential traffic/traffic and traffic/pedestrian conflicts.
  - Outdoor display shall be permitted during the entire calendar year; however, if goods are removed from the display area, all support fixtures used to display the goods shall be removed within 10 calendar days of the goods' removal.
  - Inoperative vehicles or equipment, or other items typically stored or displayed in a junkyard or salvage yard, shall not be displayed for this land use.
  - Facility shall provide a bufferyard with a minimum opacity of 0.60 along all borders of the display area abutting residentially zoned property, except per Subsection D(1)(e) above (see § 550-99).
2. Parking requirements of one space per 300 square feet of gross floor area will be met by utilizing the adjacent parking lots on the property [per § 550-52D(2)].
  3. Lighting for the site will utilize lights from the adjacent parking areas.

#### WISCONSIN STATUTES:

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

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

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

*Upon receipt of a conditional use permit application and following publication in the city of a class 2 notice under ch. 985, the city shall hold a public hearing on the application.*
3. 62.23 (7) (de)(4)
 

*Once granted, a conditional use permit shall remain in effect as long as the conditions upon which the permit was issued are followed, but the city may impose conditions such as the permit's duration, transfer, or renewal, in addition to any other conditions specified in the zoning ordinance or by the city zoning board.*
4. 62.23 (7) (de)(5)
 

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

PLAN COMMISSION DECISIONS:

Outdoor Storage Land Use Criteria	Applicant Provided Substantial Evidence		Opponent Provided Substantial Evidence		PC Finds Standards Met	
	Yes	No	Yes	No	Yes	No
1.The display of items shall not be permitted in permanently protected green space areas, required landscaped areas, or required bufferyards.	Yes	No	Yes	No	Yes	No
2.The display of items shall not be permitted within required setback areas for the principal structure.	Yes	No	Yes	No	Yes	No
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4.Display areas shall be separated from any vehicular parking or circulation area by a minimum of 10 feet. This separation shall be clearly delimited by a physical separation such as a greenway, curb, fence or line of planters, or by a clearly marked paved area.	Yes	No	Yes	No	Yes	No
5.Signs, screening, enclosures, landscaping or materials being displayed shall not interfere in any manner with either on-site or off-site traffic visibility, including potential traffic/traffic and traffic/pedestrian conflicts.	Yes	No	Yes	No	Yes	No
6.Outdoor display shall be permitted during the entire calendar year; however, if goods are removed from the display area, all support fixtures used to display the goods shall be removed within 10 calendar days of the goods' removal.	Yes	No	Yes	No	Yes	No
7.Inoperative vehicles or equipment, or other items typically stored or displayed in a junkyard or salvage yard, shall not be displayed for this land use.	Yes	No	Yes	No	Yes	No
8.Facility shall provide a bufferyard with a minimum opacity of 0.60 along all borders of the display area abutting residentially zoned property, except per Subsection D(1)(e) above (see § 550-99).	Yes	No	Yes	No	Yes	No

*If Plan Commission answers “no” to any of the questions, above, the CU permit must be denied. Otherwise, proceed to the conditions of approval.*

PLAN COMMISSION OPTIONS:

The following are possible options for the Plan Commission:

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

ATTACHMENTS:

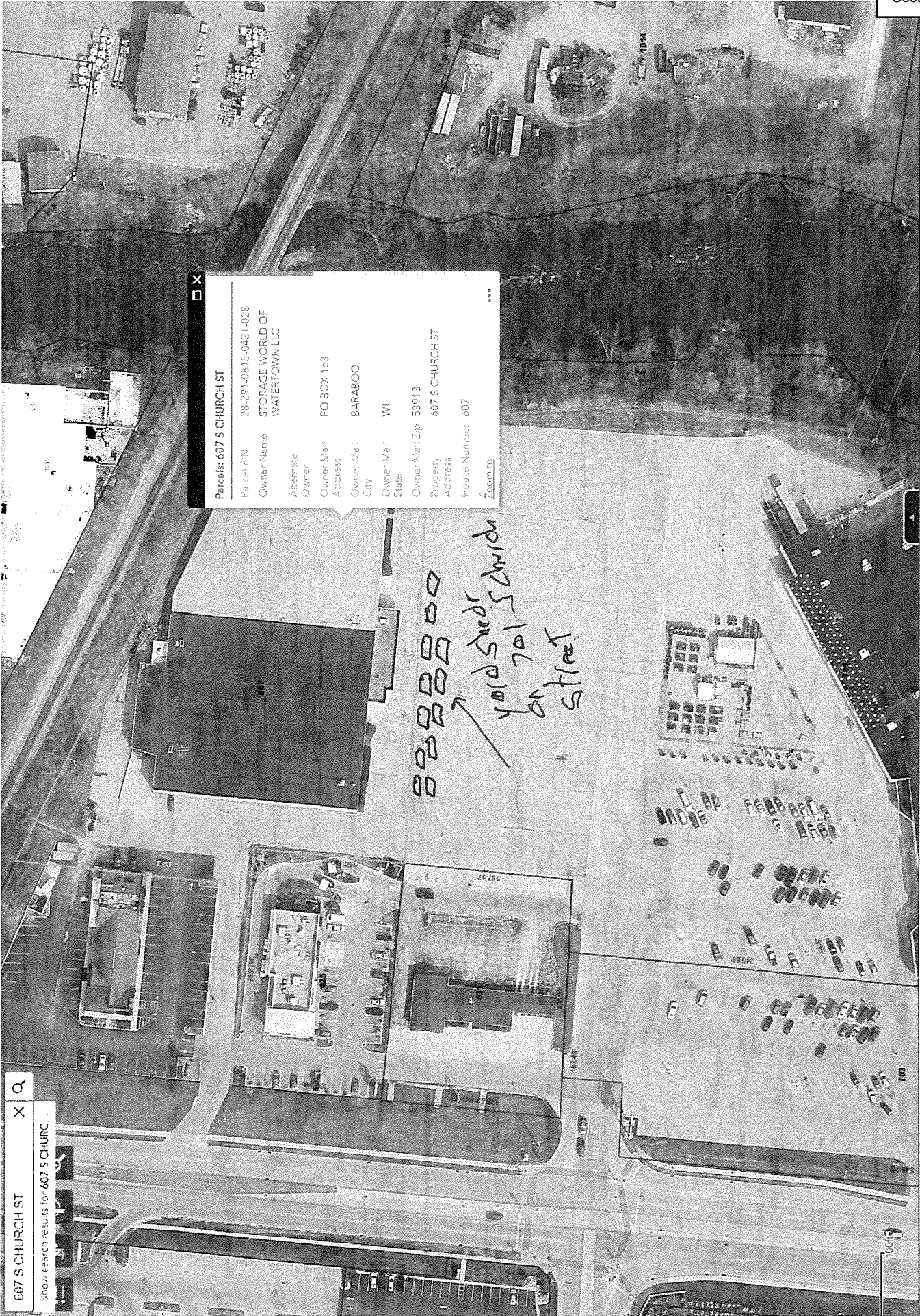
- Application materials

### 701 S. Church Street Proposal – Outdoor Display/Sales

There will be varying sizes of yard barns/sheds. The maximum number will be 10-12 at any one time. The times that the barns/sheds will be sold will be during our office hours at Secure Storage. M- F 9-5 and Saturday 9-1



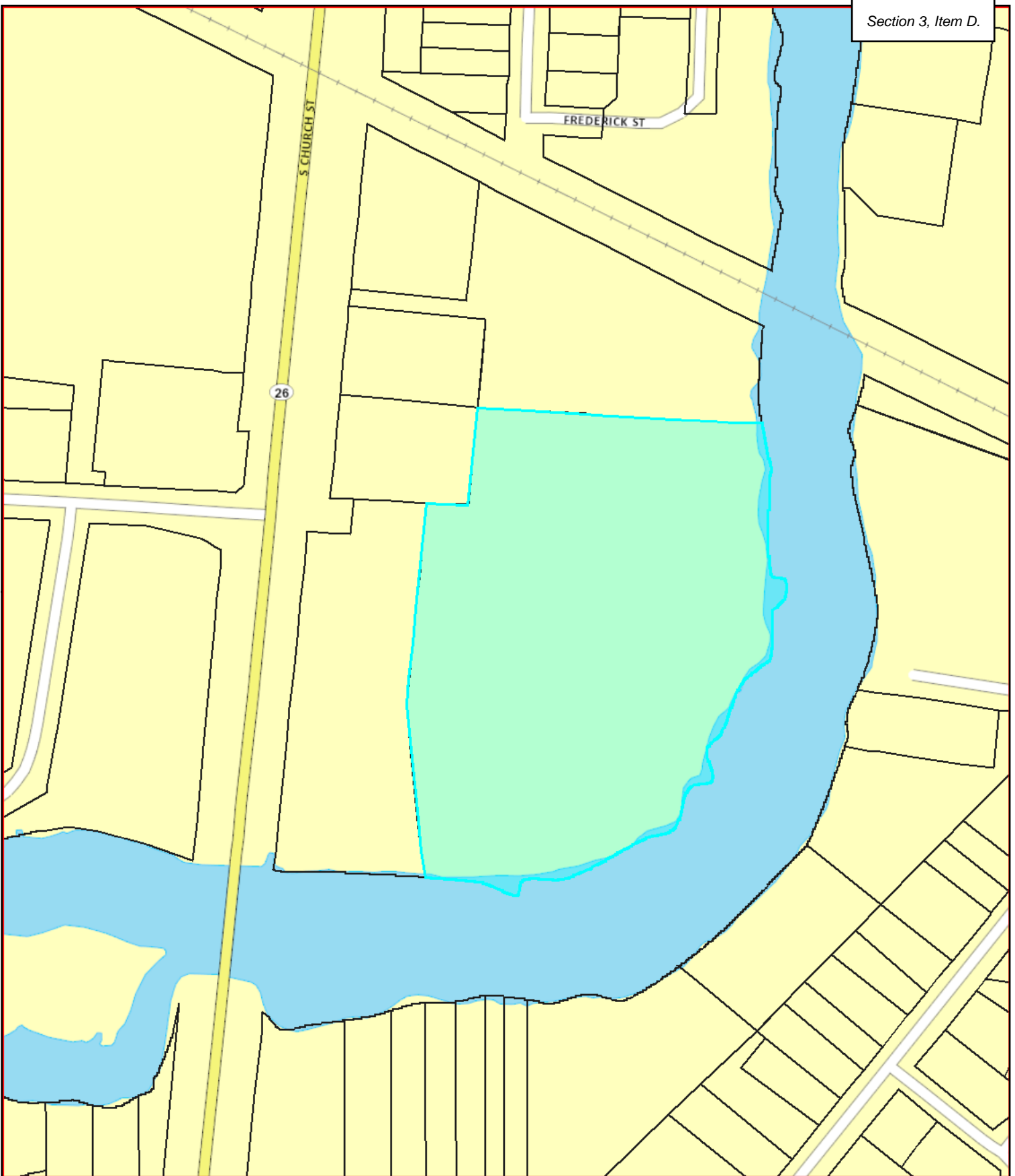
607 S CHURCH ST  
Show search results for 607 S CHURCH



Parcel: 607 S CHURCH ST

Parcel PIN	26-291-0615-0431-028
Owner Name	STORAGE WORLD OF WATERTOWN LLC
Alternate Owner	
Owner Mail Address	PO BOX 163
Owner Mail City	BARABOO
Owner Mail State	WI
Owner Mail Zip	53913
Property Address	607 S CHURCH ST
House Number	607
Zoom to	





**Parcels**



Override 1

Parcels



City of Watertown Geographic Information System

Scale: 1 inch = 220 feet  
SCALE BAR = 1"

Printed on: March 14  
Author: Private Use

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.

















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: March 27, 2023  
SUBJECT: Recommendation to Council – 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 review rezoning requests and make a recommendation to the Common Council.

Per Section § 550-141G:

**G. Review and recommendation by the Plan Commission.** 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) Within 60 days after the public hearing (or within an extension of said period requested in writing by the applicant and granted by the Plan Commission), the Plan Commission shall make a written report to the Common Council stating its findings regarding Subsection D above and its recommendations regarding the application as a whole. Said report shall include a formal finding of facts developed and approved by the Plan Commission concerning the requirements of Subsection D(3)(a) through (c).

(2) If the Plan Commission fails to make a report within 60 days after the filing of said complete application [and in the absence of an applicant-approved extension per Subsection G(1) above], then the Common Council may act on the application within 30

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days after the expiration of said sixty-day period. Failure to receive said written report from the Plan Commission Subsection **G(1)** above shall not invalidate the proceedings or actions of the Common Council.

Section 3, Item E.

- (3) If the Plan Commission recommends approval of an application, it shall state in the minutes or in a subsequently issued decision its conclusion and any finding of facts supporting its conclusion as to the following: that the potential public benefits of the proposed amendment outweigh any and all potential adverse impacts of the proposed amendment, as identified in Subsection **D(3)(a)** through **(c)** above, after taking into consideration the proposal by the applicant

**PUBLIC HEARING COMMENT:**

Public comments from the March 21, 2023 Public Hearing before the Common Council, if any, are attached.

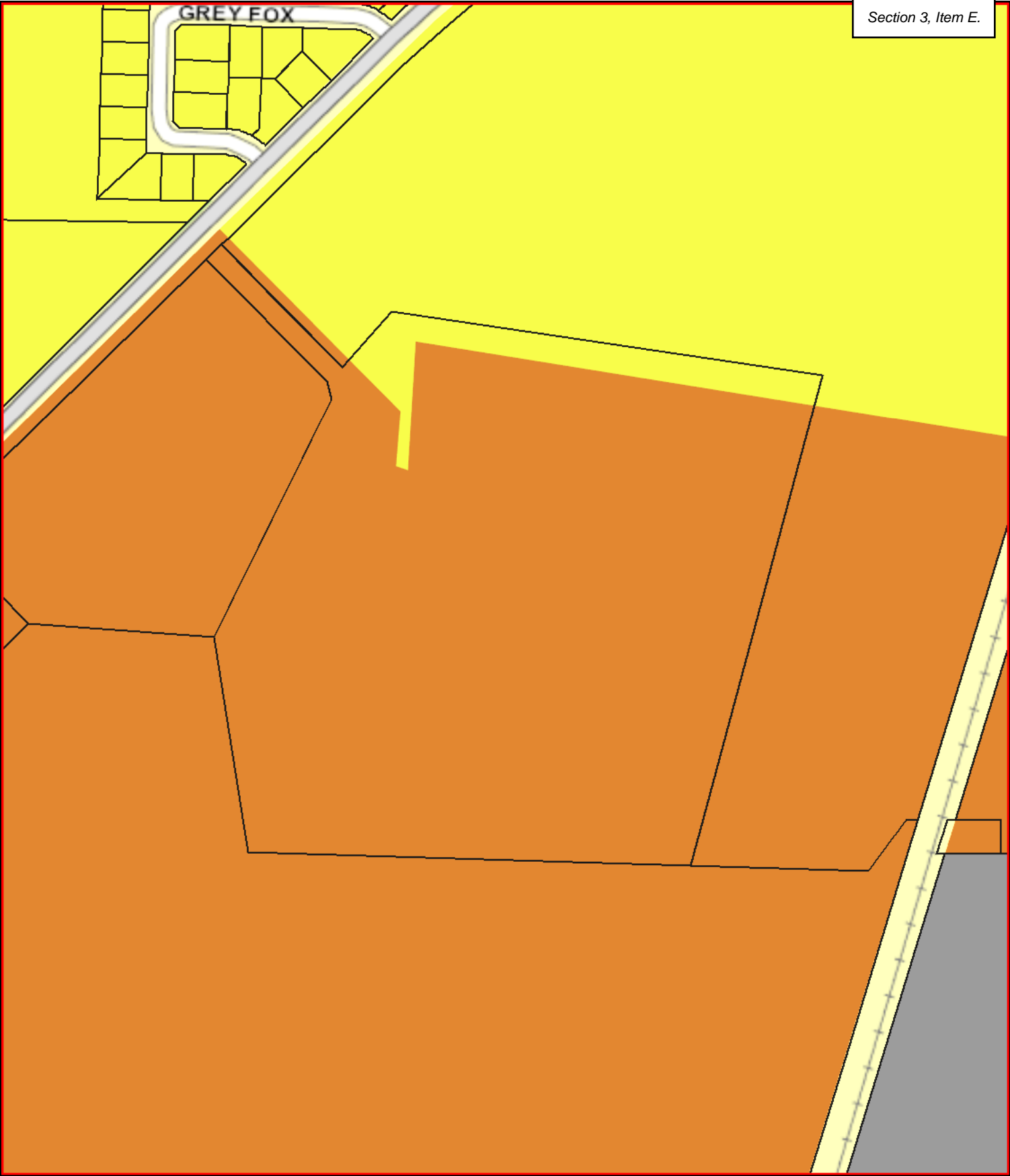
**OPTIONS:**

The following are possible options for the Plan Commission:

1. Negative recommendation of the Rezoning to Common Council.
2. Positive recommendation of Rezoning to Common Council.
3. Positive recommendation of the Rezoning to Common Council, with conditions identified by the Plan Commission.

**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

THE CITY OF  
**WATERTOWN**  
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**City of Watertown Geographic Information System**

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

Printed on: February  
Author:

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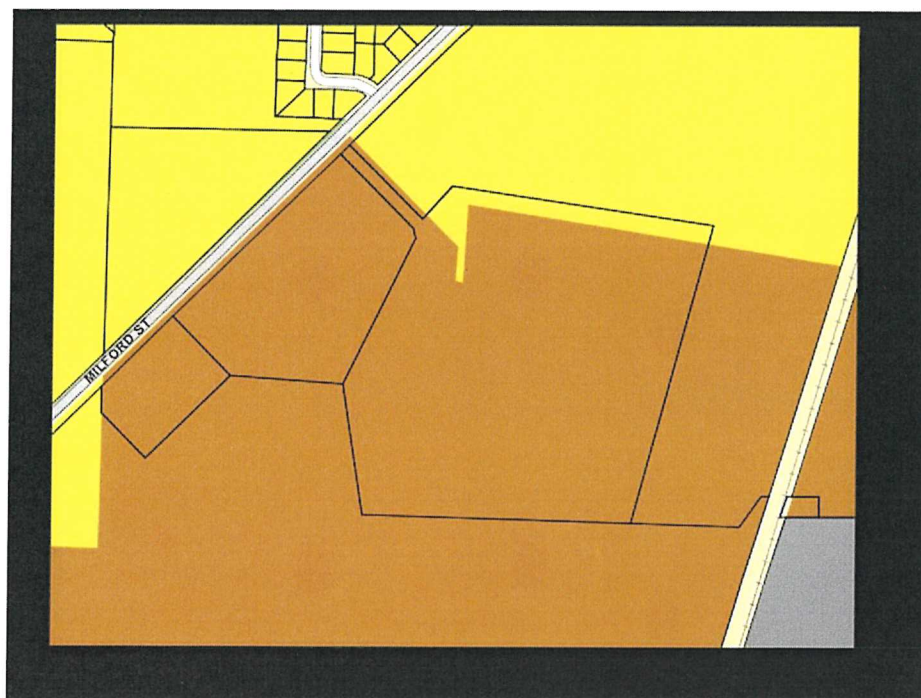
Conditional Use Permit - Planned Office & Institutional zoning to allow 'Institutional Residential.'

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	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: March 27, 2023  
SUBJECT: Recommendation to Council - 407 S Washington Street Rezoning

A rezoning requested by Jerome Keeser to change the zoning on a portion of a parcel located at 407 S Washington Street from Two Family Residential Zoning to Central Business District Zoning. 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 zoning designation of the eastern 6,514 sq ft of the parcel from Two-Family Residential Zoning to Central Business District Zoning. A Plan Amendment and Certified Survey Map related to the rezoning are also pending. This rezoning will run concurrently with the Comprehensive Plan Amendment. 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.

Zoning Code

The zoning code requires the Plan Commission to review rezoning requests and make a recommend to the Common Council.

*Per Section § 550-141G:*

**G.** Review and recommendation by the Plan Commission. 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)** Within 60 days after the public hearing (or within an extension of said period requested in writing by the applicant and granted by the Plan Commission), the Plan Commission shall make a written report to the Common Council stating its findings regarding Subsection **D** above and its recommendations regarding the application as a whole. Said report shall include a formal finding of facts developed and approved by the Plan Commission concerning the requirements of Subsection **D(3)(a)** through **(c)**.

**(2)** If the Plan Commission fails to make a report within 60 days after the filing of said complete application [and in the absence of an applicant-approved extension per Subsection **G(1)** above], then the Common Council may act on the application within 30

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days after the expiration of said sixty-day period. Failure to receive said written report from the Plan Commission Subsection **G(1)** above shall not invalidate the proceedings or actions of the Common Council.

Section 3, Item F.

- (3) If the Plan Commission recommends approval of an application, it shall state in the minutes or in a subsequently written decision its conclusion and any finding of facts supporting its conclusion as to the following: that the potential public benefits of the proposed amendment outweigh any and all potential adverse impacts of the proposed amendment, as identified in Subsection **D(3)(a)** through **(c)** above, after taking into consideration the proposal by the applicant

PUBLIC HEARING COMMENT:

Public comments from the March 21, 2023 Public Hearing before the Common Council, if any, are attached.

PLAN COMMISSION OPTIONS:

The following are possible options for the Plan Commission:

1. Negative recommendation of the Rezoning to Common Council.
2. Positive recommendation of Rezoning to Common Council.
3. Positive recommendation of the Rezoning to Common Council, with conditions identified by the Plan Commission.

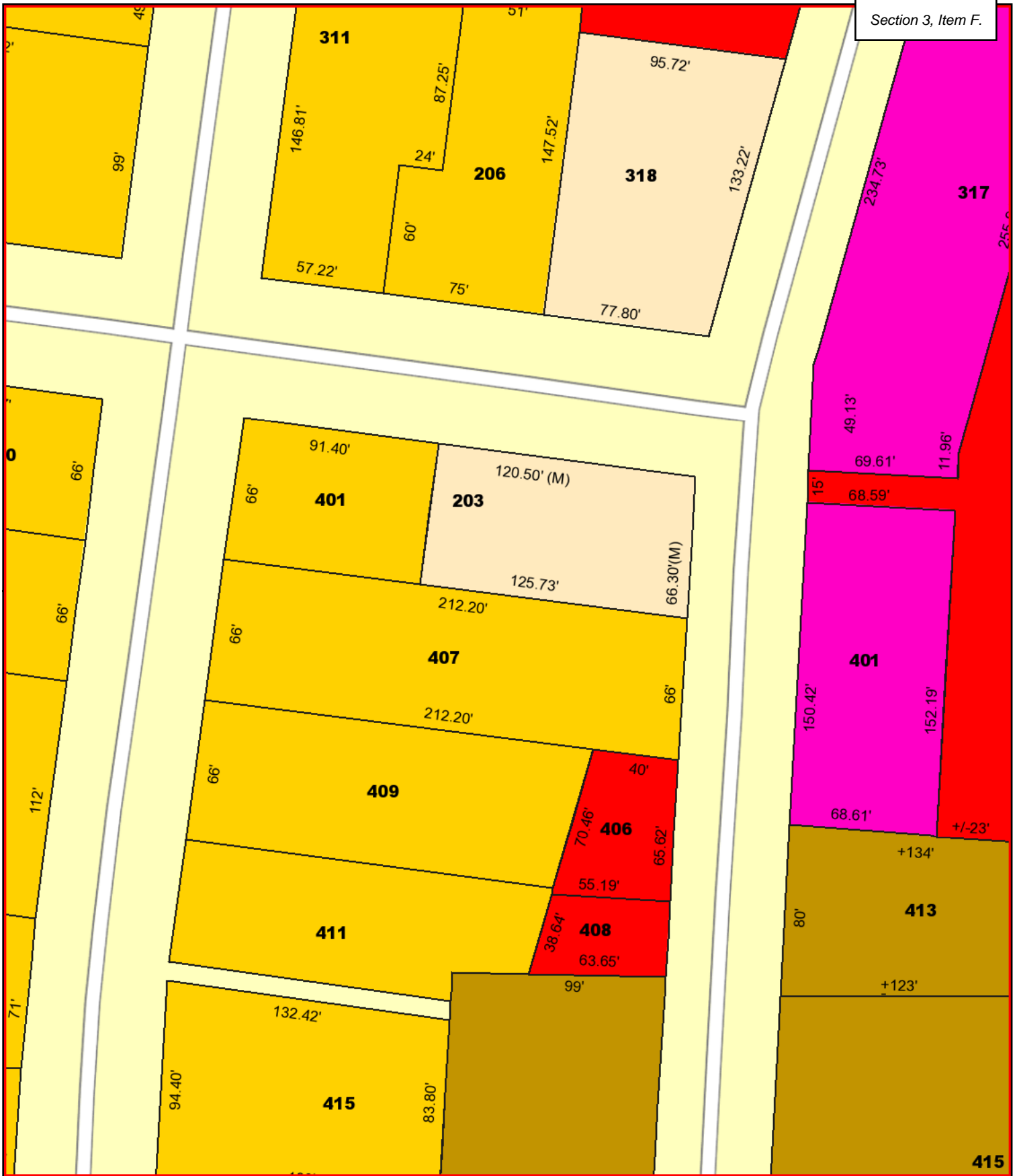
ATTACHMENTS:

- Application materials

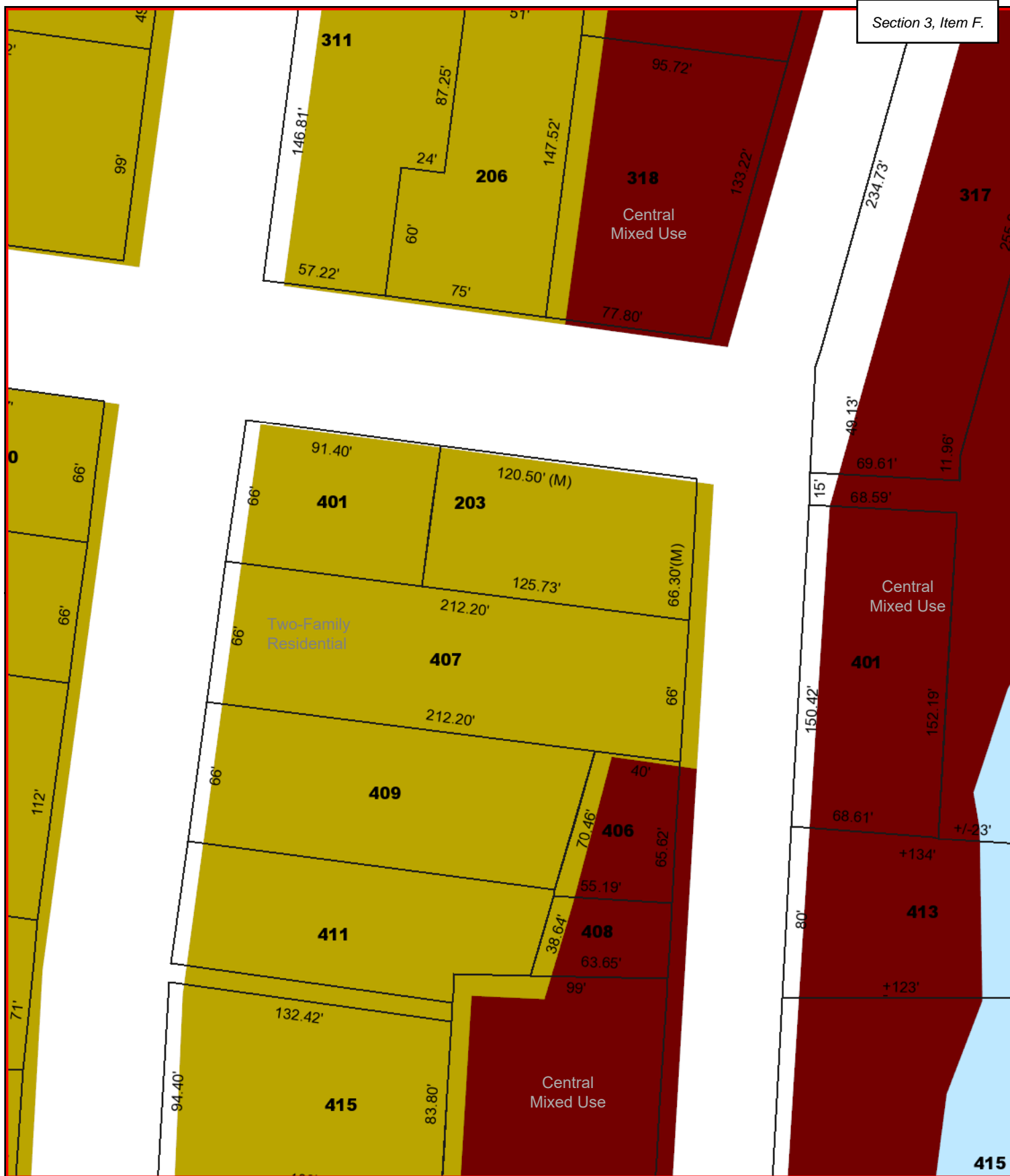
WE ARE REQUESTING TO SPLIT AND REZONE PROPERTY FROM TWO FAMILY RESIDENTIAL TO CENTRAL BUSINESS. WE HAVE HAD A BUILDING ON PROPERTY TO BE SPLIT FOR 30 YEARS. THE PROPERTY TO THE SOUTH OF OUR BUILDING IS ZONED CENTRAL BUSINESS AND THE PROPERTY TO THE NORTH IS ZONED NEIGHBORHOOD BUSINESS. FUTURE LAND USE 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.

# Existing Zoning

Section 3, Item F.



<p><b>Zoning</b></p> <ul style="list-style-type: none"> <li>Unknown</li> <li>Two-Family Residential-6</li> <li>Single-Family Residential-4</li> <li>Senior Residential</li> </ul>	<ul style="list-style-type: none"> <li>Rural Holding</li> <li>Planned Unit Development</li> <li>Planned Office And Institutional</li> <li>Planned Industrial</li> <li>Planned Business</li> <li>Neighborhood Office</li> </ul>	<ul style="list-style-type: none"> <li>Neighborhood Business</li> <li>Multiple Zoning</li> <li>Multi-Family Residential-8</li> <li>Multi-Family Residential-10</li> <li>Heavy Industrial</li> <li>General Industrial</li> </ul>	<ul style="list-style-type: none"> <li>General Business</li> <li>Conditional Use</li> <li>Central Business District</li> <li>City Limits</li> </ul>	<p>THE CITY OF <b>WATERTOWN</b> <i>Opportunity runs through it.</i></p> <p>City of Watertown Geographic Information System</p> <p>Scale: 1 inch = 60 feet SCALE BAR = 1"</p> <p>Printed on: January 3, 2018 Author: Private User</p> <p>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.</p>	<p>N</p> <p>42</p>
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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: March 27th, 2023  
SUBJECT: Recommendation to Council - 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:**

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.*

**PUBLIC HEARING COMMENT:**

Public comments at the March 21, 2023 Public Hearing before the Common Council, if any, are attached.

**PLAN COMMISSION OPTIONS:**

The following are possible options for the Plan Commission:

1. Negative recommendation of the Comprehensive Plan Amendment to Common Council.
2. Positive recommendation of Comprehensive Plan Amendment to Common Council.
3. Positive recommendation of the Comprehensive Plan Amendment to Common Council, with conditions identified by the Plan Commission

ATTACHMENTS:

- Application materials.

Section 3, Item G.

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: March 27th, 2023  
SUBJECT: 407 S Washington Street - Preliminary Certified Survey Map

A Certified Survey Map (CSM) requested by Jerome Keeser to split a 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 create a two lot Certified Survey Map. Lot 1 will consist of the western 8,051 sq ft of the current parcel and Lot 2 will consist of the eastern 6,514 sq ft of that parcel. A Comprehensive Plan Amendment and rezoning related to this CSM are also pending.

STAFF EVALUATION:

There are no right-of-way issues, the preliminary CSM divides an existing platted lot. The parcel is not within the Airport Approach Protection Zone. If approved, this CSM must be adopted concurrently with the pending Comprehensive Plan Amendment and rezoning.

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 on the condition that the related Comprehensive Plan Amendment and rezoning are approved by the Common Council.
4. Approve the preliminary CSM with other conditions as identified by the City of Watertown Plan Commission.

ATTACHMENTS:

- Application materials.

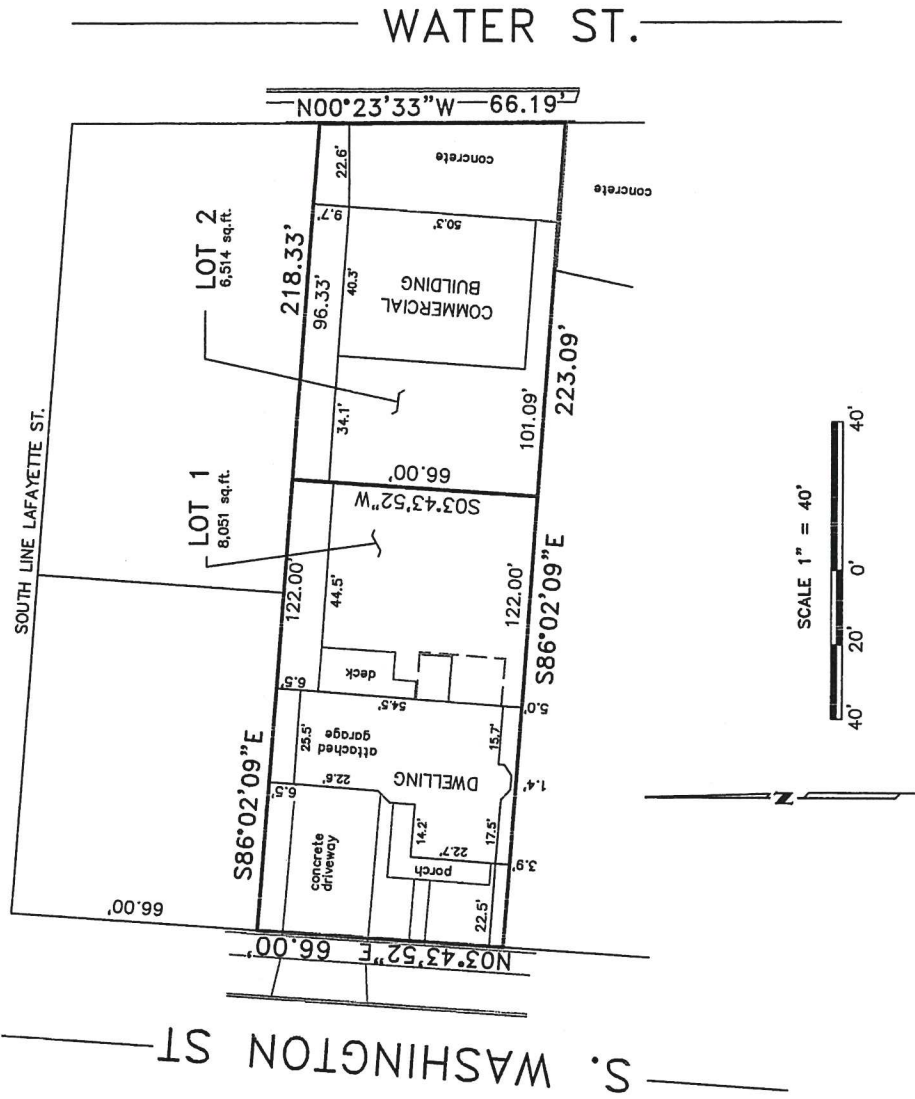
PROPOSED CERTIFIED SURVEY MAP  
LOT 2 BLOCK 36 AND PART OF LOT BLOCK 49  
CITY OF WATERTOWN, JEFFERSON COUNTY WISCONSIN.  
407 S. WASHINGTON ST.



*Franklin J. Lehman*  
FRANKLIN J. LEHMAN  
DATE JAN 31, 2023  
JOB NO. 230103

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



Main Office  
920-262-4060

Brian Zirbes  
920-262-4041

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Nikki Zimmerman  
920-262-4045

Dell Zwieg  
920-262-4042

Doug Zwieg  
920-262-4062

Dennis Quest  
920-262-4061

TO: Plan Commission  
DATE: March 27, 2023  
SUBJECT: Hunter Oaks PUD Initial Review and Set Public Hearing Date

Initial Review and Setting of a Public Hearing Date for a Planned Unit Development (PUD) General Development Plan (GDP) requested by John Donovan, agent for Bielinski Homes Inc., Hunter Oaks Subdivision, West Street, Watertown, WI. Parcel PIN(s): 291-0815-0642-005, 291-0815-0642-004, 291-0815-0642-003, 291-0815-0642-006, 291-0815-0642-007, 291-0815-0643-001 & 291-0815-0644-022

SITE DETAILS:

Acres: 58.89

Current Zoning: PUD Overlay

Existing Land Use: Undeveloped

Future Land Use Designation(s): Neighborhood Mixed Use, Multi-Family, Two Family, & Single-Family

BACKGROUND AND APPLICATION DESCRIPTION:

Applicant is seeking an initial review and the setting of a public hearing date by the Plan Commission for a Planned Unit Development (PUD) General Development Plan (GDP). The proposal looks to revise a now expired General Development Plan from 2017. The proposal consists of 27 two-family Ranch Style Condominiums, 34 two-family Sabrina Ranch Style condominiums, and 91 single-family home lots. Changes to the GDP proposal as a result of comments from Plan Commission and Site Plan Review Committee have been incorporated into the attached GDP and are highlighted. These changes include clarification of the park dedication and access, as well as private roadway widths.

STAFF EVALUATION:

Land Use and Zoning:

The proposed PUD General Development Plan is requesting flexibilities to Zoning Standards as allowed under Section § 550-152B of the Zoning Code. For the proposed condominiums, the applicant seeks to reduce the Minimum Lot Area requirements from 4,350 sq. ft. per dwelling unit to 2,600 sq. ft. per dwelling unit and reduce the Minimum Street Yard from 40 ft to 25 ft.

An additional flexibility requested by the applicant is the use of condominium plats for a few areas of the proposed development. Approval of this flexibility would allow multiple principal structures per lot and private streets.

*Flexibilities allowed by a Planned Unit Development under Section § 550-152B:*

*B. Provision of flexible development standards for planned unit developments.*

- (1) Permitted location. Planned unit developments shall be permitted with the approval of a Planned Unit Development Overlay Zoning District specific to the approved planned unit development.*
- (2) Flexible development standards. The following exemptions to the development standards of the underlying zoning district may be provided with the approval of a planned unit development:*

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*Opportunity Runs Through It*

- (a) *Land use requirements. All land uses listed as "residential," "institutional" or "commercial" may be permitted within a planned unit development.*
  - (b) *Density and intensity requirements. All requirements listed for residential density and nonresidential intensity may be waived within a planned unit development.*
  - (c) *Bulk requirements. All residential and nonresidential bulk requirements may be waived within a planned unit development.*
  - (d) *Landscaping requirements. All landscaping requirements may be waived within a planned unit development.*
  - (e) *Parking and loading requirements. All requirements for off-street parking, traffic circulation, and off-street loading may be waived within a planned unit development.*
  - (f) *Drainageway Overlay District requirements. All Drainageway Overlay District requirements may be waived within a planned unit development.*
- (3) *Requirements to depict all aspects of development. Only development which is explicitly depicted on the required site plan approved by the Common Council as part of the approved planned unit development shall be permitted, even if such development (including all aspects of land use, density and intensity, bulk landscaping, and parking and loading) is otherwise listed as permitted. Requested exemptions from these standards shall be made explicit by the applicant in the application and shall be recommended by the Plan Commission and approved explicitly by the Common Council. If not so requested and approved, such exemptions shall not be permitted. Flexible development standards shall be limited to density and intensity bonuses of no greater than 25% higher than otherwise permitted by the MR-10 District, unless specifically granted by the Common Council, and shall be limited to reductions in bulk, landscaping, parking and loading requirements of no greater than 25% lower than otherwise permitted for the proposed land uses, unless specifically granted by the Common Council.*

*Per Sections § 550-152G(2), the GDP step shall be identical to that for Zoning Map amendments:*

- (2) *The process and fees for review and approval of the GDP shall be identical to that for Zoning Map amendments per this chapter and (if land is to be divided) to that for preliminary and final plats of subdivision per the City Code.*

#### PLAN COMMISSION OPTIONS:

The following are possible options for the Plan Commission:

1. Set public hearing date to April 03, 2023.
2. Postpone public hearing to a later date.

#### ATTACHMENTS:

- Application materials.



# Planned Unit Development General Development Plan

(Remaining Undeveloped Parcels)

City of Watertown

March 15th, 2023  
(Revised)

**BIELINSKI**<sup>™</sup>  
— H O M E S —



PROJECT NARRATIVE

In 1999, Bielinski Homes, Inc. ("Bielinski") and the City of Watertown ("City") reached an agreement for a mixed-use neighborhood at the corner of Horseshoe Road and West Street in the City. The project comprises approximately 170 acres and is commonly known as the Hunter Oaks neighborhood. Over the years, several phases of the project have been improved with public utilities, roads, parks, private homes, and condominiums pursuant to a General Development Plan dated October 6, 1999. As new phases advance from the conceptual stages outlined in this General Development Plan to construction, subject to any applicable development agreement, Bielinski has continued to find ways to refine and improve the project.

Most recently, Bielinski received approval from the City to develop the westerly portion of Area B, known as Hunter Oaks Villas Phase II, to construct 6 additional individual condominium buildings, consisting of 12 units, which construction is estimated to begin in Summer 2023. Currently, Bielinski is evaluating all remaining undeveloped parcels as identified on this General Development Plan dated February 1, 2023, and proposing some changes to the uses of Area C(b), which now consist of 13.1 acres and is designed to feature two-family ranch style condominiums named "The Sabrina 1302" condominium, and which includes updated architecture design standards. Further, consistent with this 2023 GDP for Hunter Oaks, Bielinski and City acknowledge that Bielinski will be petitioning for Belmont Dr. from Steeplechase Dr. on the north to the southern intersection of Oakland Ave. and Belmont Dr, running directly through Area C(b), to be vacated. As the marketplace continues to shift, Bielinski recognizes changing lifestyles and the demand for different housing options. The intent of the Hunter Oaks Neighborhood continues to offer mixed land uses, providing housing opportunities for a wide range of people, incomes, and preferences.

From a planning perspective, the subject site is ideally situated for a mix of residential housing because of the surrounding attached residential/condominium buildings, existing industrial land use to the north, and the proposed commercial use to the west. The proposed concept will improve the overall vision and intent of Hunter Oaks Neighborhood and help blend land uses in this area for the City's future housing needs.

PROPOSALS AND COMMITMENTS

The Petitioner, Bielinski, respectfully requests that the City Planning Commission and Common Council approve this updated General Development Plan in substantial conformance with the enclosed Site Plan. The site has been redesigned, with extensive input from the city staff, to offer a common architectural theme, inter-connected green space, and an overall better plan. Bielinski is very excited to implement this plan and begin providing the city with high-quality and innovative housing products.

Specifically, this new GDP includes:

- Areas A-D, C(b), G, H, and I, which remain subject to Bielinski and the City entering into development agreements.
- As a part of the terms of a Developers Agreement, Bielinski shall dedicate the Neighborhood Park (Area I), and the City shall take ownership of the existing Detention Pond located in Area K upon the completion of certain improvements, such as the installation of utilities, sidewalks, curbing, and the binder course, during Bielinski's development of Area H-2 (Phase I). Bielinski plans to develop the 23 lots within Area H-2 (Phase I) in 2024. Development of Area H-2 (Phase I) will include restoration work for the existing Detention Pond located in Area K.

VISION

- To continue with creating high quality residential neighborhood that responds to the needs of changing household sizes and lifestyles.
- To offer future housing solutions for the City of Watertown. This group includes young professionals, empty-nesters and single-person and family households.
- Provide a memorable place that features high quality construction and extensive landscaping and open spaces.

RATIONALE

- The Hunter Oaks Plan is based on market demand for newly constructed housing options that are high quality, low maintenance and are close proximity to work, shopping and recreation.
- Due to the lack of an off ramp from the new highway bypass, the market for commercial development in this area has decreased.
- The revisions are consistent with the intent and purpose of the Planned Unit Development.
- The proposed uses are more compatible with the surrounding land uses and is a more efficient use of land with existing public utilities.
- The PUD district provides the flexibility to offer greater open space and greater City design control while creating a neighborhood that is compatible with the adjacent and proposed land uses.

PUBLIC BENEFITS

- High quality housing that is priced for the marketplace.
- Logical and adaptive land use for a unique property.
- Provides a compatible transition between the future commercial, existing industrial and residential areas.
- Project requires public infrastructure (sewer, water, roadway, etc.); that should have minimal impact on City services.
- Project will create a significant increase in taxable value for the city without creating a burden for the Watertown School District or other public entities.
- Project creates construction jobs that will support residents and families living in the area.
- Pedestrian friendly environment and Dedication of the Neighborhood Park and surrounding rights-of-way sooner.
- Bielinski Homes will provide any irrevocable letter of credit that is necessary for the public and private improvements for each individually constructed phase of this project.

ESTIMATED HOUSING VALUES (Per Area)

Areas A-D & B: Hunter Oaks Villas Phase I, II and III (54 Units)	\$16,200,000.00
Area C(b): Condominium Project with "The Sabrina" (68 Units)	\$20,740,000.00
Area H2: Phases 1-4 Single Family Homes (91 Lots)	\$36,400,000.00
Total Estimated Value	\$73,340,000.00



PROPERTY LOCATION

The Hunter Oaks Neighborhood development is located within the City of Watertown on the south side of West Street and east of Horseshoe Road.



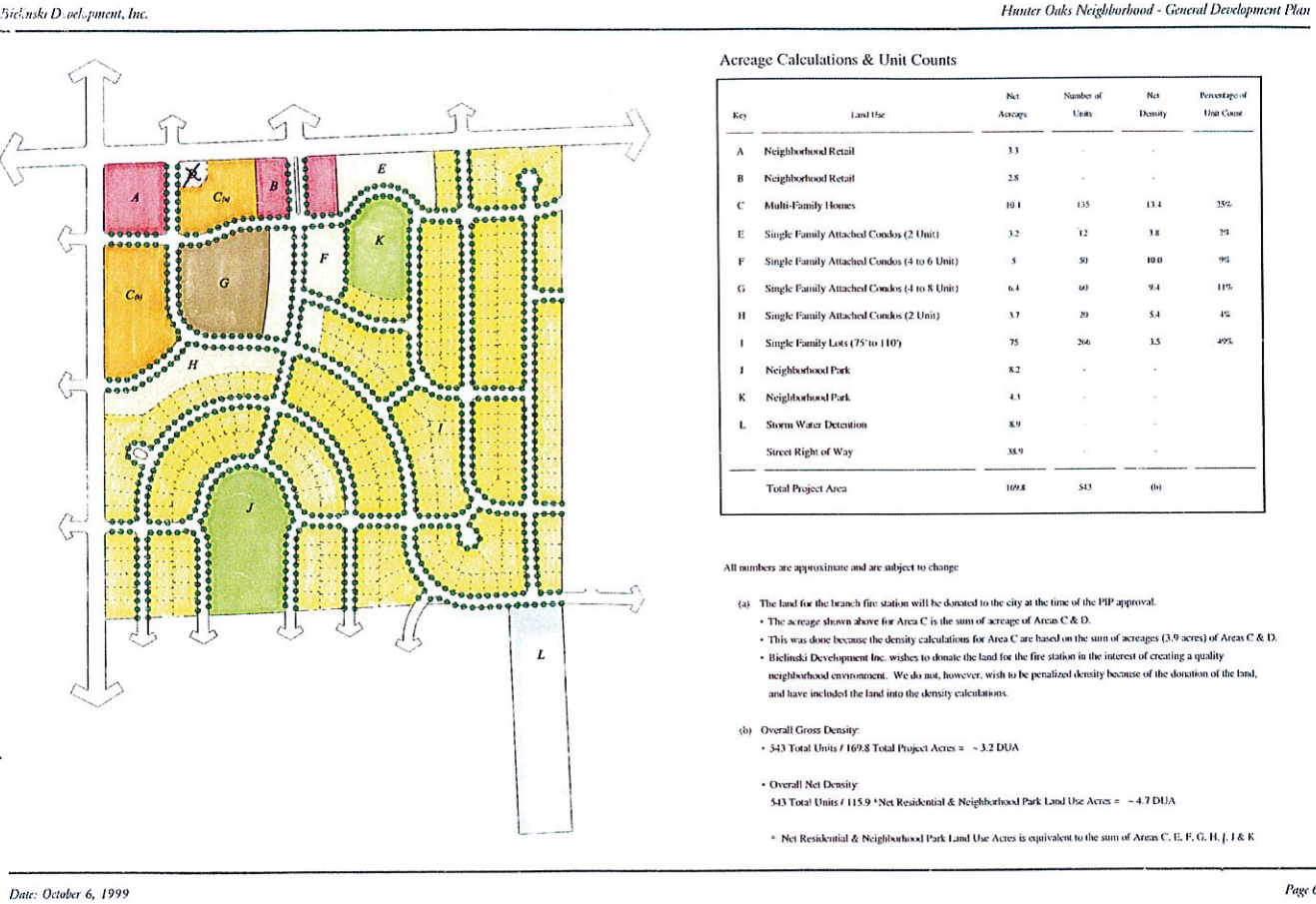
Surrounding Zoning

Hunter Oaks Neighborhood	
North:	General Industrial
South:	PUD
East:	PUD
West:	PUD

Surrounding Land Use

Hunter Oaks Neighborhood	
North:	Industrial/Business Park
South:	Vacant Farmland and Single Family
East:	Developed Condominiums, a Park and Single-Family Homes
West:	Vacant Farmland & HWY 26 bypass

EXPIRED GENERAL DEVELOPMENT PLAN – for reference only



UPDATED GENERAL DEVELOPMENT PLAN

See next page for proposed General Development Plan Site Map

General Mix of Dwelling Unit Types and Land Uses

This General Development Plan will consist of changes to the originally approved and expired GDP with an additional 27 Two-family Ranch Style Condominiums known as "Hunter Oaks Villas" and Condominium Area C(b) with 34 Two-family 1302 Sabrina Ranch Style condominium buildings and 91 single family home lots with revised site layouts and architecture design standards.

Relationship to Nearby Properties / Public Streets

The subject property is located amongst a variety of land uses which makes the area unique. Directly north of Hunter Oaks Neighborhood is an existing industrial/business park served by West Street. West and South of the property are currently farmland and then HWY 26 bypass. East of the property is fully developed as condominiums, single family lots and a park.



RELATIONSHIP TO MASTER PLAN

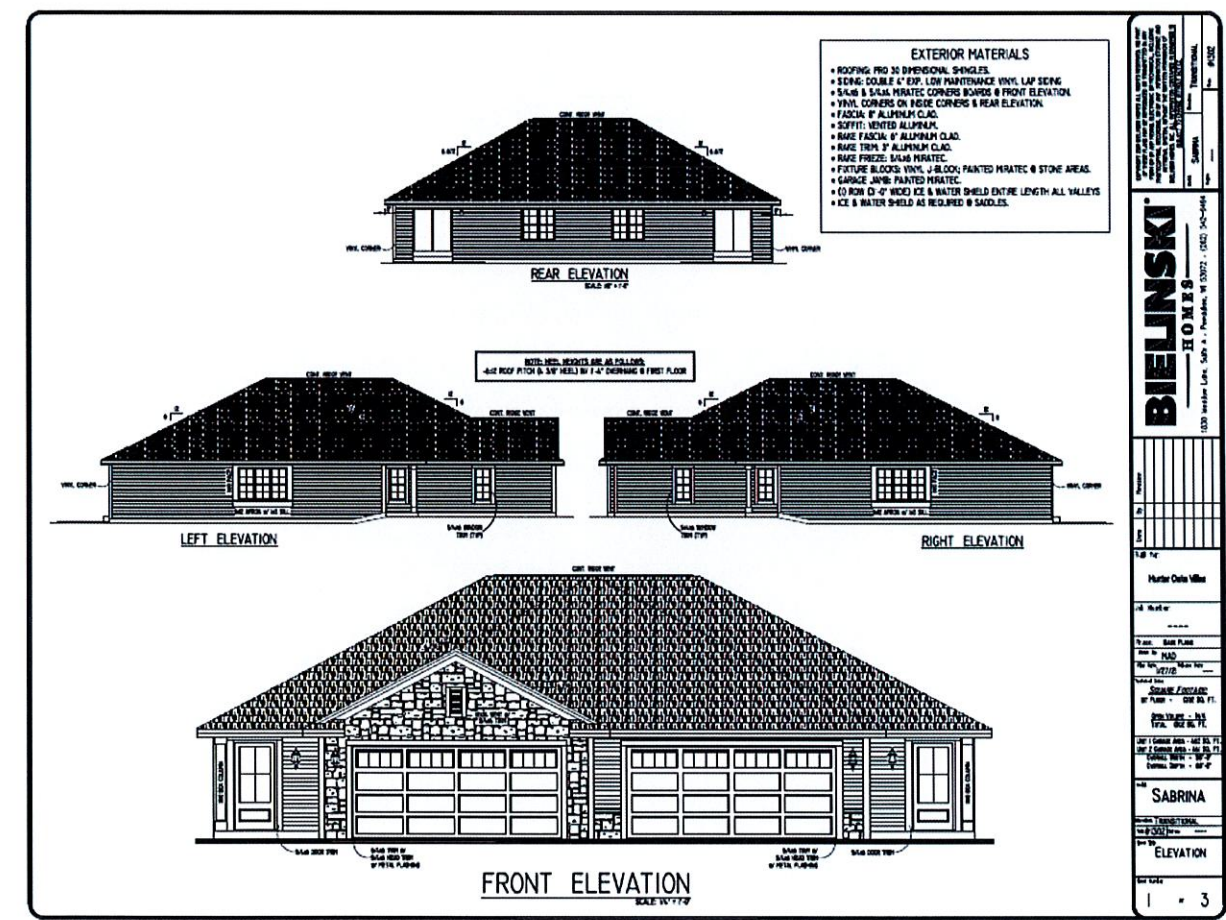
The comprehensive land use plan for the City of Watertown currently designates this property as Planned Neighborhood. According to the Plan, this land use category is designed for a careful mixed use of residential development with active recreation nearby.

Hunter Oaks has been granted entitlements and zoning approval for a mix use neighborhood. The requested amendments reflect an adjustment in the use, site design, architectural and modifications on unit counts.

ARCHITECTURAL THEMES & IMAGES

Bielinski Homes strives to upgrade architecture and curb appeal designs by developing popular distinct Ranch Style condominium building to enhance the internal streetscape on all sites. The buildings utilize traditional styles which incorporate other warm character elements into the design to create a sense of place and neighborhood. The proposed Sabrina 1302 buildings for Areas A-D (Phase III) and Area C(b) will be 2-unit ranch style condominium buildings arranged with 2-bedroom configurations and designed to attract young professionals, retirees, single and small family households. The buildings feature individual garages for each unit and efficient living spaces. Below is the proposed condominium building for the 2-unit areas.

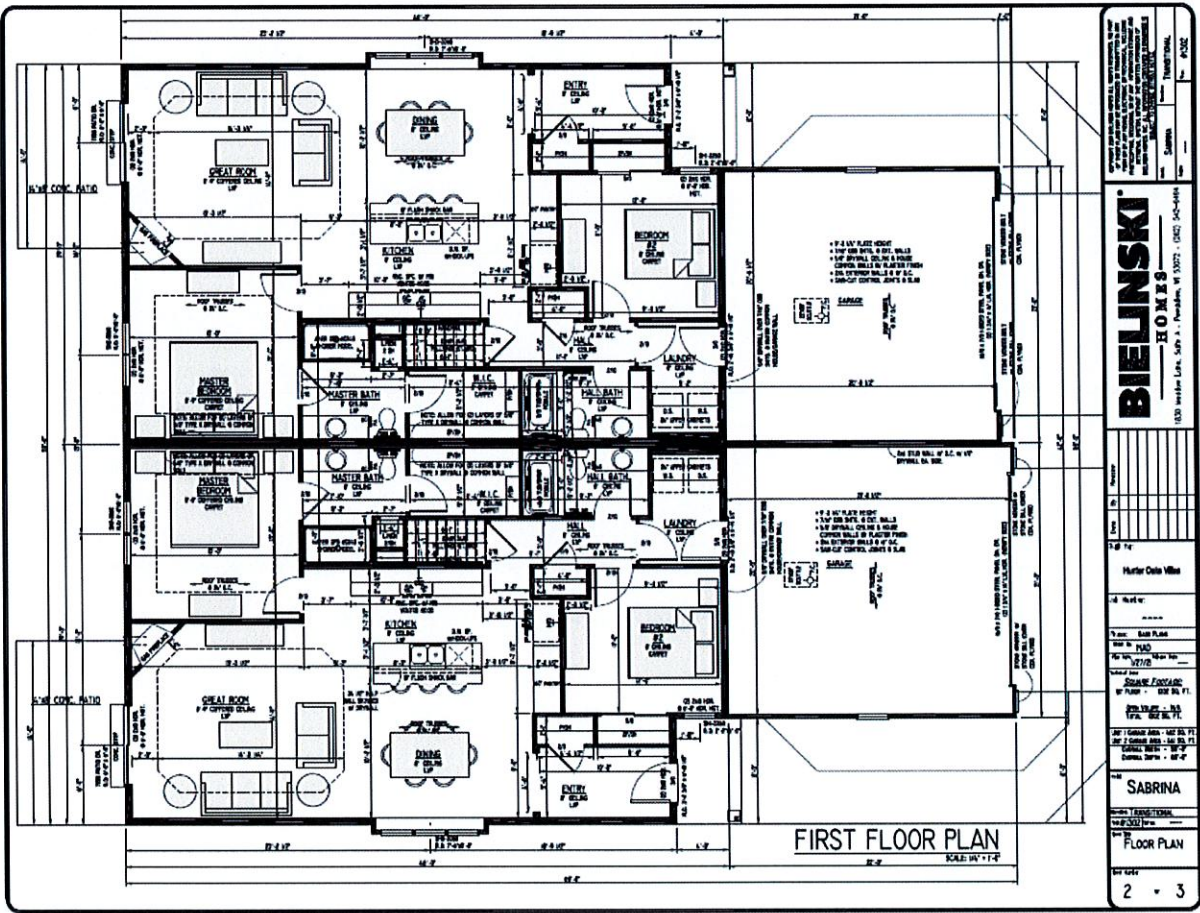
Sabrina 1302 Elevations



AMENITIES

- A Ranch Style Condominium
- Private Entry
- 2 Bedroom and 2 Full Baths
- Master Bedroom with Coffered Ceiling
- Great Room with Coffered Ceiling and Corner Gas Fireplace
- First Floor Laundry
- 2 car garage
- Concrete Patio
- Quality Interior Finishes
- Washer & Dryer in Each Unit
- Individually Metered Utilities
- Individual HVAC Units & Hot Water Heaters

Sabrina 1302 Floor Plan





Initial List of Zoning Standards Which Will Not Meet the PUD

Bielinski Homes is seeking the flexibility allowed by the Planned Unit Development with respect to land use and zoning. The requested amendment does not require any relief from the bulk zoning requirements, however the proposed use, layouts and densities calculations are proposed to change.

Areas A-D, B and C(b) Two-Family Ranch Style Condominiums

General Requirement	Baseline Multi-Family District	Proposed PUD
Minimum Lot Area	4,350 Sq. Ft. per dwelling unit	2,600 Sq. Ft. per dwelling unit
Minimum Lot Width	100'	SAME
Minimum Street Frontage	50'	SAME
Minimum Street Yard	40'	25'
Minimum Side Yard	10' Lot Width or 8' minimum	SAME
Minimum Rear Yard	25'	SAME
Minimum Paved Surface Setback	3' : rear/side, 10' : street	SAME
Minimum Between Buildings	20'	SAME
Maximum Building Height	35'	SAME
Required Off-Street Parking	2 spaces per unit	SAME

Written Description of potentially requested exemptions from the requirements of the underlying zoning district.

Land Use Exemptions:	The applicant seeks to amend the use in areas: A-D, B and C(b). from Neighborhood Commercial to Multifamily
Density Exemptions:	None Requested.
Bulk Exemptions:	None Requested.
Landscape Exemptions:	None Requested.
Parking Exemptions:	None Requested.
Public Roads:	The applicate is seeking to amend that all roadways be private with a minimum width of 27' and a maximum width of 30' within areas A-D, B and C(b).

Area H-2 Phase 1-4: Single Family Home Sites (Standard R1 Zoning)

Single Family Zoning		AREA H-2
General Required Setbacks	R1 Zoning Standards	Proposed PUD
Minimum Lot Area	8,000 Sq. Ft.	8,000 Sq. Ft.
Minimum Lot Width	75'	75'
Minimum Front Yard (2 Story)	25'	SAME
Minimum Front Yard (Corner Lot)	25'	SAME
Minimum Side Yard (1 to 2 Story)	8'	SAME
Minimum Rear Yard	25'	SAME
Minimum Paved Surface Setback	NA	NA
Minimum Between Buildings	16'	SAME
Maximum Building Height	35'	SAME
Required Off-Street Parking	2 Spaces per unit	SAME

Written Description of potentially requested exemptions from the requirements on the underlying zoning district.

Land Use Exemptions:	The applicant seeks to amend the use in areas: H-2, Phases 1-4 (91 single family home sites) from Multifamily to Single Family
Density Exemptions:	None Requested.
Bulk Exemptions:	None Requested.
Landscape Exemptions:	None Requested.
Parking Exemptions:	None Requested.





## EXPIRED GDP SITE CALCULATIONS

**Site Data Table (Original)**

Acreage Calculations & Unit Counts					
Area	Land Use	Net Acreage	Number of Units	Net Density	% Unit Count
A	Neighborhood Retail	3.3			
B	Neighborhood Retail	2.8			
C(a)	Multi-Family Homes	3.8	54	14.2	9.0%
C(b)	Multi-Family Homes	6.2	81	13.1	16.7%
D	Branch Fire Station				
E	Single-Family Attached Condos (2-Unit)	3.2	12	3.8	2.0%
F	Single-Family Attached Condos (4 to 6 Unit)	5	50	10	9.0%
G	Single-Family Attached Condos (4 to 8 Unit)	6.4	60	9.4	11.0%
H	Single-Family Attached Condos (2-Unit)	3.7	20	5.4	4.0%
I	Single-Family Lots (75'w to 110'w)	3.8	294	3.9	51.0%
J	Neighborhood Park	8.2	N/A	N/A	
K	Neighborhood Park	4.3	N/A	N/A	
L	Storm Water Detention	8.9	N/A	N/A	
	Street Right-of-Way	38.9			
	Total Project Area	169.7	571		



## PROPOSED GDP SITE CALCULATIONS

*(Lands Owned & Developed by Bielinski Homes, Inc.)*

**Site Data Table (Revised)**

Acreage Calculations & Unit Counts					
Area	Land Use	Net Acreage	Number of Units	Net Density	% Unit Count
A-D	Two-Family Ranch Condos (2)	6.5	34	5.23	6.8%
B	Two-Family Ranch Condos (2)	3.5	20	5.71	4.0%
C(b)	Two-Family Ranch Condos (2)	13.1	68	5.20	13.7%
E	Two-Family Attached Condos (2-Unit)	3.3	12	3.64	2.4%
F	Multi-Family Attached Condos (4 to 6 Unit)	5.1	50	9.80	10.1%
G	Two-Family Condos (2-Unit)	3.8	20	5.26	4.0%
H-1	Single-Family Lots	48.1	202	3.60	40.8%
H2-P1	Single-Family Lots	7.5	23	3.07	4.6%
H2-P2	Single-Family Lots	5.7	19	3.33	3.8%
H2-P3	Single-Family Lots	7.8	20	2.56	4.0%
H2_P4	Single-Family Lots	8.7	29	3.33	5.8%
I	Neighborhood Park	7.1	N/A	N/A	
J	Neighborhood Park	4.4	N/A	N/A	
K	Storm Water Detention Pond	8.9	N/A	N/A	
	Street Right-of-Way	30.0			
	<b>Total Project Area</b>	<b>173.20</b>	<b>497</b>		

**Overall Gross Density:**

- 497 Total Units / 173.20 Total Project Acres = 2.86 DUA

**Overall Net Density:**

- 497 Total Units / 140.70 = 3.53 DUA
- \*Net Residential & Neighborhood Park Land Use Acres is Equal to Areas A-D, B, C(b), E, F, G, H-1, H2 (P1-4), I, J,

### TREATMENT OF NATURAL AREAS

The site design for this neighborhood offers plentiful green and open space for the residents to enjoy. Lawn areas or “common greens” are an important feature of the project. These areas are intended for the residents to enjoy as common space. The abundance of pervious areas improves water quality and promotes infiltration for groundwater recharge.

### LANDSCAPING

Detailed landscaping plans for each condominium area will be completed by a landscape designer as part of the individual Precise Implementation Plans (PIP) for each project or phases move forward. The plans will include an overall plan with individual building landscape designs in accordance with the City of Watertown Ordinance requirements.

### COMMUNITY AMENITIES

To command a higher standard of living and attract quality residents, this project has been enhanced by the addition of several site amenities including common areas and pedestrian connections.

Hunter Oaks includes sidewalks that provides pedestrian circulation through the site and connects the various phases to one another, an important feature in a mixed-use planned development.

### PARK

Area I is identified on the GDP as the second Neighborhood Park in Hunter Oaks Subdivision and is located on the highest point of the site and preserves a mature wooded area. It will add more common space with limited parking, accommodate smaller gatherings and allow for more recreation use for the surrounding residents.

### DEDICATIONS

The City of Watertown has requested that the Neighborhood Park (Area I) and certain adjacent rights-of-way be dedicated to the city earlier than what is required by the expired General Development Plan and Bielinski Homes is willing to cooperate with that request. Bielinski Homes shall cause the dedication of the Neighborhood Park (Area I) to the City of Watertown along with the dedication of the required rights-of-way which will be further defined in the Developers Agreement for the Single - Family H2-PH1.

Bielinski Homes shall not be required to improve nor pay for the improvement of the Neighborhood Park (Area I) and the +/- 300’ of additional rights-of-way that will be dedicated to the city to accommodate public access to the park, including but not limited to grading, utility installation, asphalt roads or sidewalks, as part of this dedication. Any improvements needed for future phases of the Hunter Oaks Neighborhood will be addressed at the time a Precise Implementation Plan for that area is approved and development of said area occurs.

### FINANCIAL CAPIBILITIES

Bielinski Homes Inc. has been in business for over 60 years and will finance each individual project with local, state or national lending institutions and will provide any irrevocable letter of credit that is necessary for the public and private improvements for each project.

### LIST OF EXHIBITS

- **Location Map**
- **General Development Plan Exhibits**
- **Site Plans: General Development Plan dated Jan. 23<sup>rd</sup>, 2023**  
Areas A-D, B, C(b), H-2 (Phases 1-4) and I (Park)
- **Architectural Plans with Elevation Perspectives**  
**Areas:**  
**A-D** (Phase III): Sabrina 1302 Condominium  
**B** (Phase I & II): Adalyn 1300 Condominium  
**C(b)**: Sabrina 1302 Condominium