



PLAN COMMISSION MEETING AGENDA

MONDAY, MAY 08, 2023 AT 4:30 PM

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

By Phone or GoToMeeting: Members of the media and the public may attend by calling: 1 866 899 4679 Access Code: 582-235-133 or <https://meet.goto.com/582235133>

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 April 24, 2023
- B. Review and take action: Plan Commission minutes dated April 10, 2023
- C. Review and take action: Plan Commission minutes dated April 24, 2023

3. BUSINESS

- A. Conduct public hearing: 1309 River Drive - Conditional Use Permit (CUP) request for an Accessory dwelling unit under Section 550-25C(2)(b)
- B. Review and take action: 1309 River Drive - Conditional Use Permit (CUP) request for an Accessory dwelling unit under Section 550-25C(2)(b)
- C. Review and take action: 1748 River Drive – 64' x 84' airplane hangar
- D. Review and take action: N8449 Baurichter Lane – Township Preliminary Certified Survey Map (CSM)
- E. Review and take action: Hilltop Road – Township Preliminary Certified Survey Map (CSM)

4. ADJOURNMENT

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

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

SITE PLAN REVIEW COMMITTEE
April 24, 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; Maureen McBroom of Stormwater Utility and Engineering; Kristine Butteris of Park & Rec; Jeff Meloy of the Police Department; and Anthony Rauterberg of the Fire Department. Also in attendance were: Recording Secretary Nikki Zimmerman; and James Songhurst.

1. Call to Order

The meeting was called to order by Chairperson Brian Zirbes.

2. Review and take action: Site Plan Review Minutes Dated April 10, 2023

Motion was made by Doug Zwieg and seconded by Anthony Rauterberg to approve the April 10, 2023 Site Plan Review minutes as submitted. Unanimously approved.

3. Review and take action: 1309 River Drive – New single-family home with detached garage with a living space above

Applicant James Songhurst was present. He stated the proposal is to build a single-family home on the property with a detached garage. A living space would be added above the garage area.

The following was discussed by staff:

Building:	More detail will be needed in drawings for the permits.
Fire Department:	No comments.
Police Department:	No comments
Stormwater/Eng:	No comments
Parks:	No comments.

Motion was made by Maureen McBroom and seconded by Anthony Rauterberg to recommend approval of this proposal to Plan Commission.

Unanimously approved.

4. Adjournment

Motion was made by Doug Zwieg and seconded by Kristine Butteris 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
April 10, 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: Jaynellen Holloway (Director of Public Works/City Engineer and Acting Chair), Andrew Beyer PE (Deputy City Engineer), Brian Zirbes (Zoning Administrator) Alyse Talaga (Citizen Member), Melissa Lampe (Citizen Member), Rian Konz On Line and James Romlein PE (Recording Secretary)

The following are attending remotely: Nick Krueger (Citizen Member), two members from the Foundation, and Mary Truman.

Others Present: Rick & Sara Knutson, Jerry Keeser, Steve Anders, and John Donovan.

Mayor McFarland opened the meeting at 4:30 pm calling the meeting to order.

1. CALL TO ORDER

2. APPROVAL OF MINUTES

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

Mayor McFarland opened the item and asked for comments or a motion.

Motion to accept the minute as published by Konz, Second by Lampe.
Unanimous by voice vote.

3. BUSINESS

A. Conduct public hearing: 760 N. Church Street– Conditional Use Permit (CUP) request for a personal storage facility under Section 550-33B(2)(o)

**Request by Michael Rogers, agents for KKR Real Estate LLC,
for a Conditional Use Permit (CUP) for a Personal Storage Facility.
Parcel PIN: 291-0915-3214-001**

Mayor McFarlan opened the public hearing and invited any interested parties to approach the microphone, and comment.

Donald Klecker, 704 N. Church Street: Mr. Klecker's property shares a property line with the property under review.

Prior to this initiative, others have, over many occasions, disposed of yard waste, soil, and other materials including a buried truck engine and other materials that are buried. This land is adjacent to the creek.

Mr. Klecker has no objection to this proposed project.

Mayor McFarland initiated an action item to coordinate with Mr. Klecker towards a solution to his concerns.

Mr. Zirbes advised that there is a written comment from Mr. Ryan Jones who is opposed to the project.

Mayor McFarland, hearing no further comments, closed the public hearing and opened the associated action item

B. Review and take action: 760 N. Church Street– Conditional Use Permit (CUP) request for a personal storage facility under Section 550-33B(2)(o)

**A request by Michael Rogers, agents for KKR Real Estate LLC, for a Condition
(CUP) for a Personal Storage Facility. Parcel PIN: 291-0915-3214-001**

Section 2, Item B.

Mayor McFarland read the charge and asked Administrator Zirbes to delineate the issue.



BUILDING, SAFETY & ZONING DEPARTMENT

Section 3, Item B.

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: Planning Commission

Section 3, Item B.

3. Parking requirements of one space for each employee on the largest work shift are met by the submitted site plan. The facility has no regularly scheduled employees *[per § 550-53C(2)]*.
4. Lighting for the site will follow the submitted lighting plan which meets exterior lighting standards *[per § 550-110]*.
5. Landscaping for the property will follow the submitted landscaping plan which meets and exceeds the required landscaping points and requirements *[per § 550-95 & § 550-96]*. The applicant has proposed to place the required building foundation plantings along the south property line rather than within the required 10 ft of the building foundation. This is due to the asphalt drive and overhead doors being located directly adjacent to the south side of building #4.
6. Exterior Construction Material Standards applicable in the General Business Zoning District include the requirement of only high-quality decorative exterior construction materials on the visible exterior of buildings. In particular, this requirement applies to any portion of the building or structure visible from adjacent residentially zoned property and to any portion of the building or structure located within 50 feet of a public right-of-way *[per § 550-121(C)]*. The applicant has met these requirements.

WISCONSIN STATUTES:

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

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

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

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

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

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

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

Opportunity Runs Through It

PLAN COMMISSION DECISIONS:

Personal Storage Facility Land Use Criteria	Applicant Provided Substantial Evidence		Opponent Provided Substantial Evidence		PC Finds Standards Met	
	Yes	No	Yes	No	Yes	No
1. Facility shall be designed so as to minimize adverse visual impacts on nearby developments. The color, exterior materials, and orientation of proposed buildings and structures shall complement surrounding development.	Yes	No	Yes	No	Yes	No
2. Facility shall provide a bufferyard with a minimum opacity of 0.80 along all property borders abutting residentially zoned property.	Yes	No	Yes	No	Yes	No
3. Shall comply with § 550-142, standards and procedures applicable to all conditional uses.	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.

Mayor McFarland asked for questions or comments from Commissioners.

Mr. Konz asked if one would speak to outside storage.

Administrator Zirbes replied that outside storage is a different CUP, and no outside storage is incorporated in this proposal.

Ms. Lampe asked if the recommendation by Ms. Kruesel had been incorporated in this proposal.

A discussion ensued about the recommendations that had been incorporated in the submittal.

Engineer Holloway advised that, if this action is approved, she will have some conditions to be incorporated into the final document that include site plan erosion control and storm water management plan into recycled asphalt is not an approved item and a note is to be added to the final plan specifying Hot Mix Asphalt. The Photometric plan is also required (HMA).

The proposed planter was discussed, and Mayor McFarland expressed her satisfaction with the quantity of planting along the highway.

Ms. Lampe raised the question of the notification to the nearby residents and Mr. Zirbes advised that residents within the notification zone, if any, were notified.

Mayor McFarland summarized the requirements for incorporation in a motion to include: Erosion Control Plan, Storm Water Management Plan and Permit, the use of hot mix asphalt, and the Photometric Plan.

A City representative will follow up with the Petitioner to ensure that these requirements are understood.

**Motion by Romlein to approve with the listed conditions, Second by Krueger.
Unanimous by voice vote.**

Mayor McFarland advised that she was going to amend the order and move to item H.

H. Review and make recommendation: Replacement Airport Perimeter Bridge Agreement

Section 2, Item B.

Mayor McFarland delineated the matter under consideration:

Mr. Wiseman with Jefferson County is attending remotely and can address questions.

Item H is to review and make a recommendation on the replacement of the Airport Bridge Agreement.

As members of the Plan Commission our job is to make a recommendation on the use of City Land. There once was a bridge at this crossing. The County had done a lot of work through the State and the FAA to restore this crossing. Because this crossing is on Airport Land the County will do all the work and own the bridge.

It is incumbent on us as a Plan Commission to approve or disapprove of that use.

Our objective is to make a recommendation to the Council to Approve or Disapprove this use.

Admin. Zirbes presented the issues. A discussion on the use of this ground floating snowmobile bridge followed.

Engineer Holloway listed two conditions to be incorporated in a motion: The bridge shall be labeled as "Replacement Airport Perimeter Bridge".

Admin Zirbes listed other operational and procedural details to comply with FAA protocols.

After a further brief discussion Mayor McFarland formulated her request as follows:

Motion to provide a positive recommendation to Council with the terminology change to "Replacement Airport Perimeter Bridge".

Motion by Romlein, Second by Konz.
Majority yes, one No vote

G. Review public hearing comments and make recommendation to Common Council: Hunter Oaks Planned Unit Development Plan (PUD) General Development Plan (GDP)

Mayor McFarland opened item 3 G and requested Admin Zirbes to provide the specifics.



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: April 10, 2023
SUBJECT: Hunter Oaks PUD – Recommendation to Council

Recommendation to Council 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 a Recommendation to Council 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, Site Plan Review Committee, and a public hearing before the Common Council have been incorporated into the attached GDP dated March 28, 2023 and are highlighted. These changes include minor text edits, clarification of the park dedication and access, and additional information on private roadway widths.

STAFF EVALUATION:

Land Use and Zoning:

The proposed PUD General Development Plan is requesting flexibilities to Zoning Standards as allowed under the Zoning Code [per § 550-152B]. 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:*

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

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.

PUBLIC HEARING COMMENTS:

Comments from the April 3, 2023 public hearing include concern over the vacation of a portion of Belmont Dr in Area A-D. Concerns over the street vacation included limited exits from the development, traffic congestion, and Fire and EMS access.

PLAN COMMISSION OPTIONS:

The following are possible options for the Plan Commission:

1. Negative recommendation of the General Development Plan (GDP) to Common Council.
2. Positive recommendation of General Development Plan (GDP) to Common Council.
3. Positive recommendation of the General Development Plan (GDP) to Common Council, with conditions identified by the Plan Commission.

ATTACHMENTS:

- Application materials.

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

Opportunity Runs Through It

At the Request of Mayor McFarland, Mr. Donovan spoke to concerns raised at the public hearing.

After an extended discussion on the details of many elements, Mayor McFarland expressed provide a positive recommendation to Council acknowledging that the final dedication language can be ironed out and firmed up, but City is looking for the park and roadway to be complete.

There was more discussion on date changes and other procedural matters and a consensus evolved whereby:

Mayor McFarland requested a motion to provide a positive recommendation to the Council with the Dedication language to be finalized between Engineering and Beilinski and in general that the dedicated language would include a completed 300 feet right of way and the parking lot to the park.

**Motion to approve as requested by Lampe, Second by Holloway
Unanimous by voice vote.**

After discussing some coordination matters with Mr. Donovan, Mayor McFarland opened the next item

C. Conduct public hearing: 672 Johnson Street – Conditional Use Permit (CUP) request for Indoor Institutional under Section 550-30B(2)(b)

Mayor McFarland opened the public hearing and invited any interested parties to approach the microphone, and comment.

A request by Nathan Peters, agent for the Greater Watertown Community Health Foundation, for a Conditional Use Permit (CUP) for an 'Indoor Institutional' use in the Planned Office and Institutional (PO) Zoning District.
Parcel PIN: 291-0815-0544-004

Mayor McFarland, hearing no further comments, closed the public hearing and opened the associated action item

D. Review and take action: 672 Johnson Street – Conditional Use Permit (CUP) request for Indoor Institutional under Section 550-30B(2)(b)

Mayor McFarland opened item 3 D and asked Administrator Zirbes to provide the background and application description.

Administer Zirbes presented the information.

Mayor McFarland opened the comments with a discussion on a discussion on the Primary Vehicular

Access with input from Engineer Holloway, Administrator Zirbes, and Attorney Chesebro. The discussion concluded with a consensus that the requirements for Primary Vehicular Access have been met.

Mayor McFarland, observing that all conditions were met, asked for approval of the Conditional Use Permit without conditions.

**Motion by Holloway to approve as requested, Second by Lampe.
Unanimous by voice vote.**

**E. Conduct public hearing: 672 Johnson Street – Conditional Use Permit (CUP) request for Group
Mayor McFarland opened item 3 E, the public hearing, and invited any interested parties to approach the microphone, and comment.**

Mayor McFarland, hearing no comments, closed the public hearing and opened the action item.

F. Review and take action: 672 Johnson Street – Conditional Use Permit (CUP) request for Group Daycare (nine or more children) under Section 550-30B(2)(k)

Mayor McFarland called for Administrator Zirbes to present the matter.

Motion to convene in closed session by Lampe, Second by Konz
Mayor McFarland asked for a roll call vote.
Unanimous by voice vote.

I. Convene into closed session per Wis. Stat. Sec. 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Main Street Watertown, LLC n/k/a Riverhouse on the Rock, LLC First Amendment of Development Agreement)

J. Reconvene into open session

Mayor McFarland opened item 3 K

K. Review and take possible action: Main Street Watertown, LLC n/k/a Riverhouse on the Rock, LLC First Amendment of Development Agreement

Administrator Zirbes commented to the nature of the agreement and Mayor McFarland asked for a motion.

Motion by Lampe, Second Holloway.
Unanimous by voice vote.

4. ADJOURNMENT

Motion to Adjourn by Lampe, Second by Konz
Unanimous approval by Voice Vote
Meeting closed at 5:04 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.

**PLAN COMMISSION
MINUTES
APRIL 24, 2023**

Section 2, Item C.

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

The following members were present: Mayor McFarland, Ald. Blanke, Holloway, Konz, Lampe, Talaga, Zirbes, (Krueger joined the meeting virtually and left at 5pm).

Also in attendance were: Steven Hill from That Guy Fabrication, Tina Crave CEO of Greater Watertown Health Foundation, Ben Rohr and Brian Munson of Vandewalle & Associates.

1. Call to order

2. Approval of Minutes

A. Site Plan Review minutes April 10, 2023

Motion to approve made by Holloway and seconded by Konz, passed on unanimous voice vote.

B. Revised Plan Commission minutes March 13, 2023

Motion to approve made by Holloway and seconded by Lampe, passed on unanimous voice vote.

C. Plan Commission minutes March 27, 2023

Motion to approve made by Lampe and seconded by Holloway, passed on unanimous voice vote.

3. Business

A. Conduct public hearing: 107 S. Fifth Street – Conditional Use Permit (CUP) request for Light Industrial Incidental to Indoor Sales under Section 550-34C(2)(c)

Mayor McFarland opened the public hearing at 4:32pm and invited public comment.

Hearing none the public hearing was closed.

B. Review and take action: 107 S. Fifth Street – Conditional Use Permit (CUP) request for Light Industrial Incidental to Indoor Sales under Section 550-34C(2)(c)

Brian Zirbes (Zoning Administrator) presented the request for a CUP for 107 S. Fifth Street. Steven Hill from That Guy Fabrication was present to answer questions.

Motion to approve with the condition that the interior wall be completed was made by Konz and seconded Talaga, passed on a unanimous voice vote.

C. Initial review and schedule public hearing: Hunter Oaks Planned Unit Development Plan (PUD) General Development Plan (GDP)

Update to plan to provide access to the park.

Motion to set public hearing date made by Holloway and seconded by Lampe, passed on a unanimous voice vote.

D. Presentation: Greater Watertown Community Health Foundation Watertown Southwest Side Conceptual Neighborhood Plan

Tina Crave CEO of Greater Watertown Health Foundation was present along with Ben Rohr and Brian Munson of Vandewalle & Associates to present the Conceptual Neighborhood Plan for Watertown's Southwest side (an area from Bernard St. and Milford St. to the Rock River and the city limits)

This plan will be presented to the common council on May 2, 2023 and there will be a public information meeting at 5:30pm on May 18, 2023 at the Watertown Country Club.

All materials discussed at this meeting can be found at:

4. Adjournment

Motion to adjourn was made by Lampe and seconded by Holloway passed on a unanimous voice vote.

Respectfully Submitted,

Alderman Brad Blanke

Main Office
920-262-4060

Brian Zirbes
920-262-4041

Mark Hady
920-342-0986

Nikki Zimmerman
920-262-4045

Dell Zwieg
920-262-4042

Doug Zwieg
920-262-4062

Dennis Quest
920-262-4061

TO: Plan Commission
DATE: May 8, 2023
SUBJECT: 1309 River Drive, Conditional Use Permit - CUP

A request by John Songhorst for a Conditional Use Permit (CUP) for an Accessory Dwelling Unit within the Two-Family Residential Zoning District. Parcel PIN: 28-291-0815-0921-069

SITE DETAILS:

Acres: 0.30
Current Zoning: Two-Family Residential
Existing Land Use: Vacant Lot
Future Land Use Designation: Single Family

BACKGROUND AND APPLICATION DESCRIPTION:

The applicant is seeking approval of a conditional use permit for an 'Accessory Dwelling Unit' within the Two-Family Residential Zoning District. The 'Accessory Dwelling Unit' would be located above a detached garage behind the primary residential structure. The 'Accessory Dwelling Unit' will be approximately 657 sq. ft. with stairs to the upper unit located inside the garage. The height of both the proposed house and garage will be 32.5 ft.

STAFF EVALUATION:

Site Plan Review Committee:
See Minutes of April 24, 2023.

Land Use and Zoning:

1. Within the Two-Family (TR-6) Zoning District an 'Accessory Dwelling Unit' is a principal land use permitted as a Conditional Use *[per § 550-25C(2)(b)]*. An 'Accessory Dwelling Unit' includes a dwelling unit that is located on the same lot as a principal residential structure to which it is accessory, and that is subordinate in area to the principal dwelling, *[per § 550-56AA]*.
2. Applicable requirements for all accessory dwelling units include the following: *[per § 550-56AA]*
 - a) No more than one accessory dwelling unit shall be allowed on a parcel.
 - b) Rooftop decks shall not be allowed.
 - c) The minimum gross floor area of accessory dwelling units shall be 300 square feet.
 - d) Under no circumstance shall an accessory dwelling unit's square footage exceed the first habitable floor of the principal structure.
 - e) An owner of the property must occupy at least one dwelling unit on the parcel as their primary place of residence.
 - f) Accessory dwelling units shall not be used for short-term rentals under § 550-56Y.

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

Opportunity Runs Through It

3. Applicable requirements for detached accessory dwelling units include the following: [per § 550-56AA(9)]

- a) A detached accessory dwelling unit shall not exceed the height of the principal residential structure. In no case shall the highest point of the roof of the detached accessory dwelling unit exceed the highest point of the roof of the principal residential structure.
- b) The floor area of a detached accessory dwelling unit shall not exceed 1,000 square feet, including any areas designed or intended to be used for the parking of vehicles and any half-story floor area.
 - i. Upper story detached accessory dwelling units may be built above an accessory structure, including, but not limited to, a detached garage, so long as the accessory structure's footprint does not exceed 1,000 square feet.
- c) A detached accessory dwelling shall comply with the required setbacks and maximum building coverage for an accessory structure within that zoning district.
- d) The distance between the detached accessory dwelling unit and the principal structure shall be a minimum of 12 feet.
- e) Not less than 10% of the total area of the facade of a detached accessory dwelling unit facing an alley or public street shall be windows.
- f) Exterior stairways shall be allowed, provided that the finish of the railing matches the finish or trim of the detached accessory dwelling unit. Raw or unfinished lumber shall not be permitted on an exterior stairway.
- g) A detached accessory dwelling unit shall be located entirely to the rear of the principal residential structure.

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.

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

Opportunity Runs Through It

PLAN COMMISSION DECISIONS:

Accessory Dwelling Unit (<u>All</u>) Land Use Criteria	Applicant Provided Substantial Evidence		Opponent Provided Substantial Evidence		PC Finds Standards Met	
1. No more than one accessory dwelling unit shall be allowed on a parcel.	<u>Yes</u>	No	Yes	<u>No</u>	Yes	No
2. Rooftop decks shall not be allowed.	<u>Yes</u>	No	Yes	<u>No</u>	Yes	No
3. The minimum gross floor area of accessory dwelling units shall be 300 square feet.	<u>Yes</u>	No	Yes	<u>No</u>	Yes	No
4. Under no circumstance shall an accessory dwelling unit's square footage exceed the first habitable floor of the principal structure.	<u>Yes</u>	No	Yes	<u>No</u>	Yes	No
5. An owner of the property must occupy at least one dwelling unit on the parcel as their primary place of residence.	<u>Yes</u>	No	Yes	<u>No</u>	Yes	No
6. Accessory dwelling units shall not be used for short-term rentals under § <u>550-56Y</u> .	<u>Yes</u>	No	Yes	<u>No</u>	Yes	No

Accessory Dwelling Unit (<u>Detached</u>) Land Use Criteria	Applicant Provided Substantial Evidence		Opponent Provided Substantial Evidence		PC Finds Standards Met	
1. A detached accessory dwelling unit shall not exceed the height of the principal residential structure. In no case shall the highest point of the roof of the detached accessory dwelling unit exceed the highest point of the roof of the principal residential structure.	<u>Yes</u>	No	Yes	<u>No</u>	Yes	No
2. The floor area of a detached accessory dwelling unit shall not exceed 1,000 square feet, including any areas designed or intended to be used for the parking of vehicles and any half-story floor area. Upper story detached accessory dwelling units may be built above an accessory structure, including, but not limited to, a detached garage, so long as the accessory structure's footprint does not exceed 1,000 square feet.	<u>Yes</u>	No	Yes	<u>No</u>	Yes	No

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

Opportunity Runs Through It

3. A detached accessory dwelling shall comply with the required setbacks and maximum building coverage for an accessory structure within that zoning district.	<u>Yes</u>	No	Yes	<u>No</u>	Yes	No
4. The distance between the detached accessory dwelling unit and the principal structure shall be a minimum of 12 feet.	<u>Yes</u>	No	Yes	<u>No</u>	Yes	No
5. Not less than 10% of the total area of the facade of a detached accessory dwelling unit facing an alley or public street shall be windows.	<u>Yes</u>	No	Yes	<u>No</u>	Yes	No
6. Exterior stairways shall be allowed, provided that the finish of the railing matches the finish or trim of the detached accessory dwelling unit. Raw or unfinished lumber shall not be permitted on an exterior stairway.	<u>Yes</u>	No	Yes	<u>No</u>	Yes	No
7. A detached accessory dwelling unit shall be located entirely to the rear of the principal residential structure.	<u>Yes</u>	No	Yes	<u>No</u>	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

Notes for 1309 River Drive Plan

-Lot is 79' Wide x 165' Long

-Previous structures on the property were demolished in 2020

-25' setback to inside of sidewalk

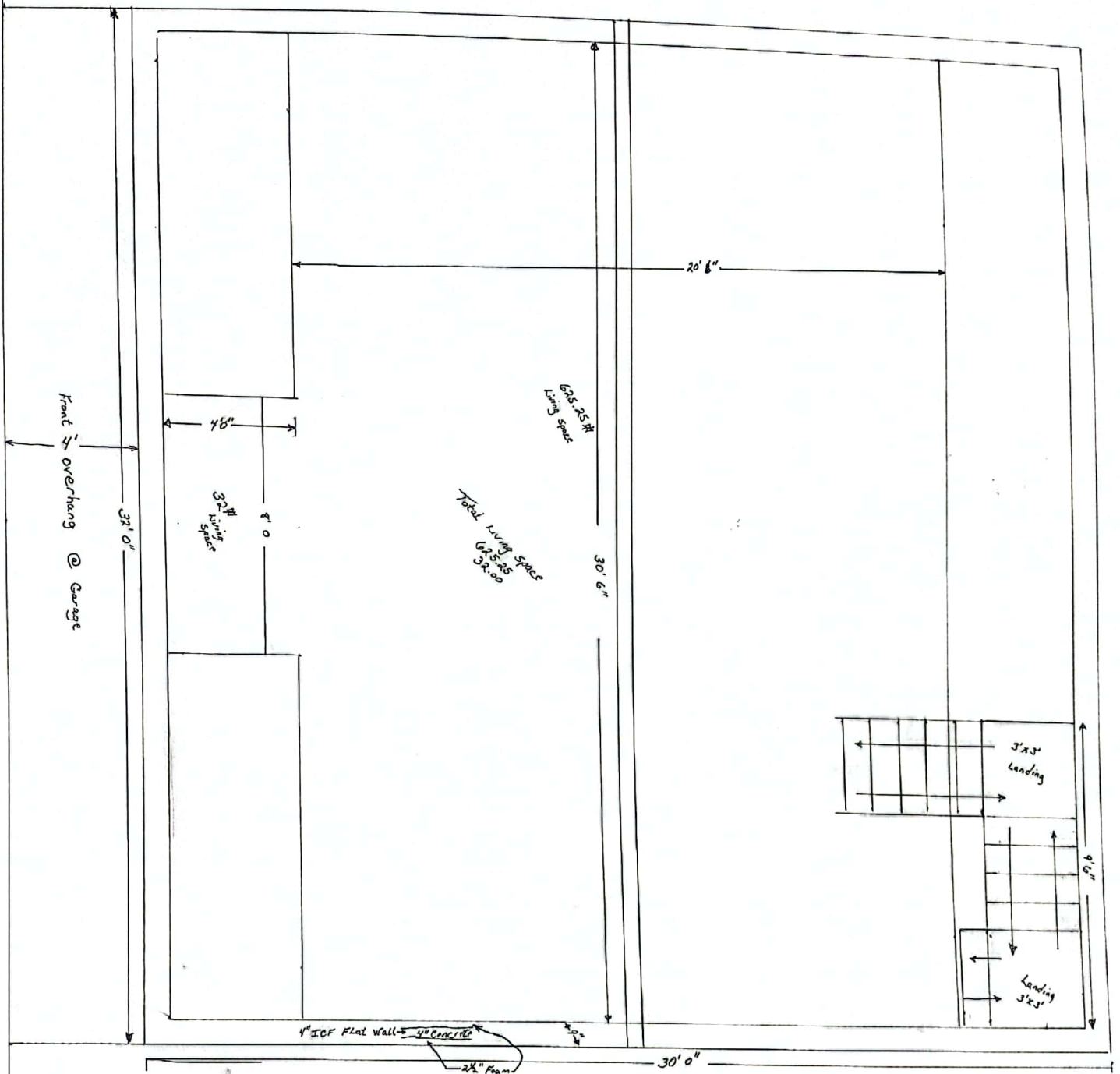
-Size:

79' x 165'

Building Envelope 63' x 115'

House with Porch – 34'6" Wide x 32'x6" D

Garage with Overhang – 32' Wide x 30' D

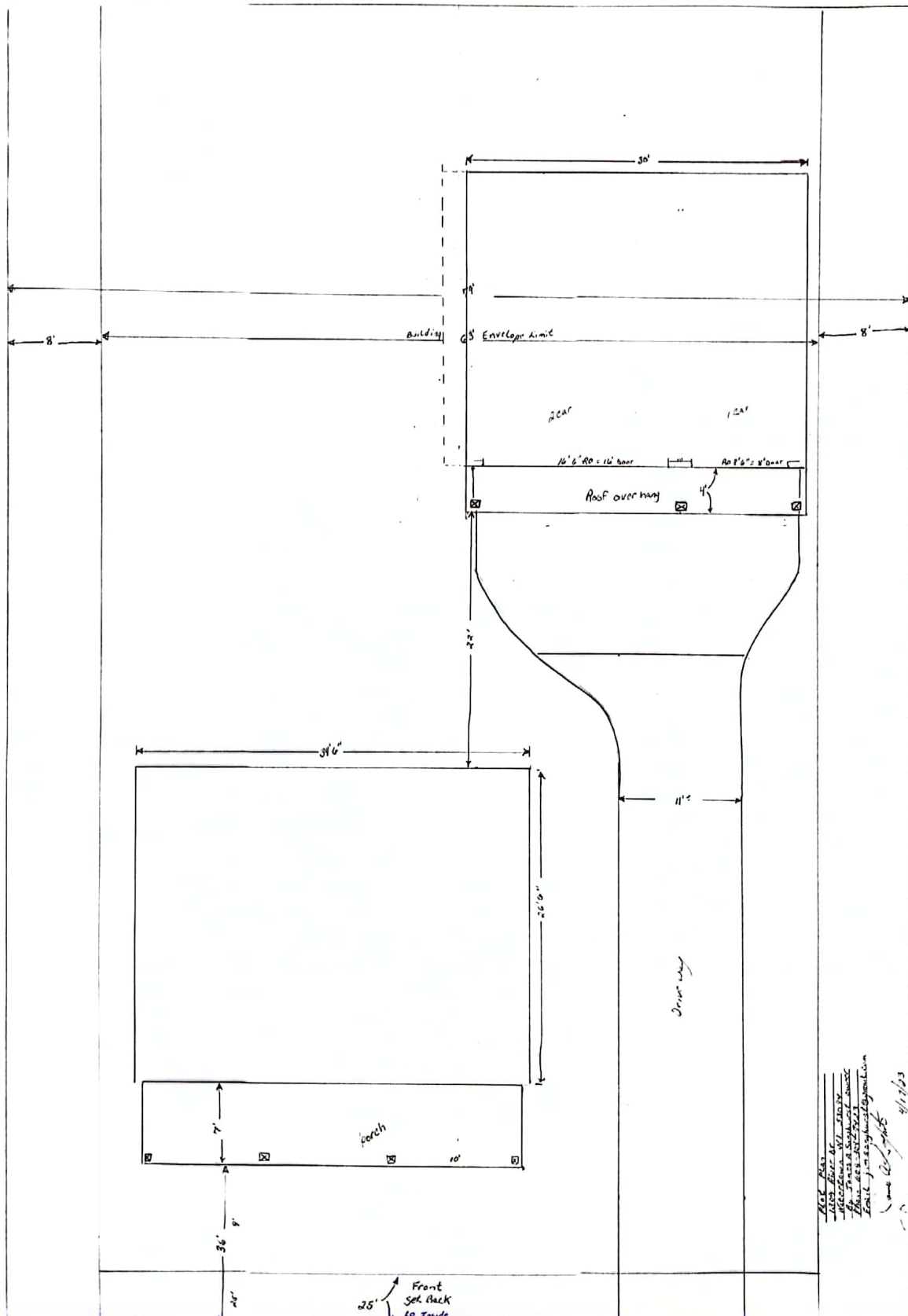


Living Space above Garage
 1304 River St.
 Watertown, WI 53094
 James A. Sengbaur, Owner
 Phone # 608-304-7923
 Email: jim.sengbaur@earthlink.net
 4/20/23

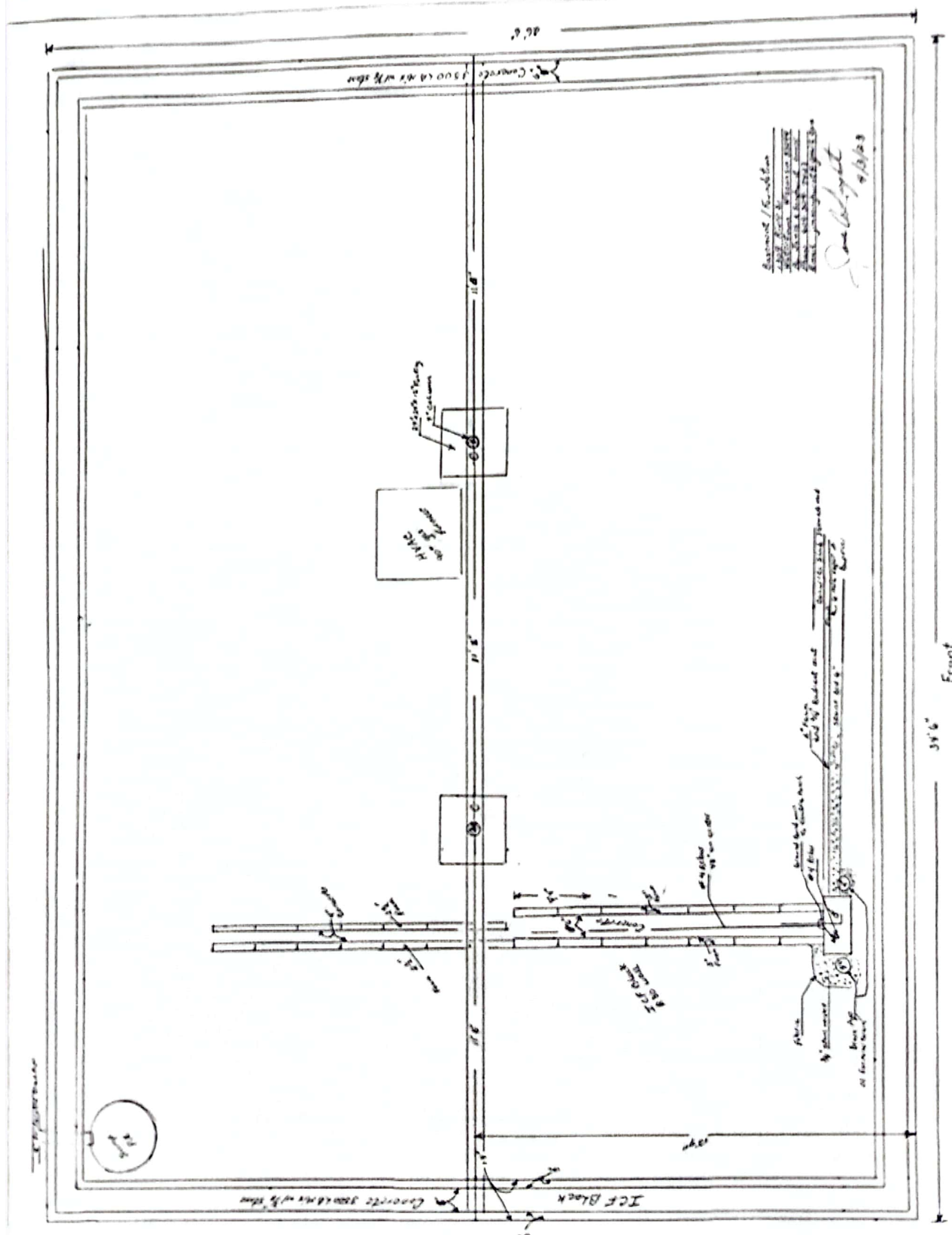
Property Notes

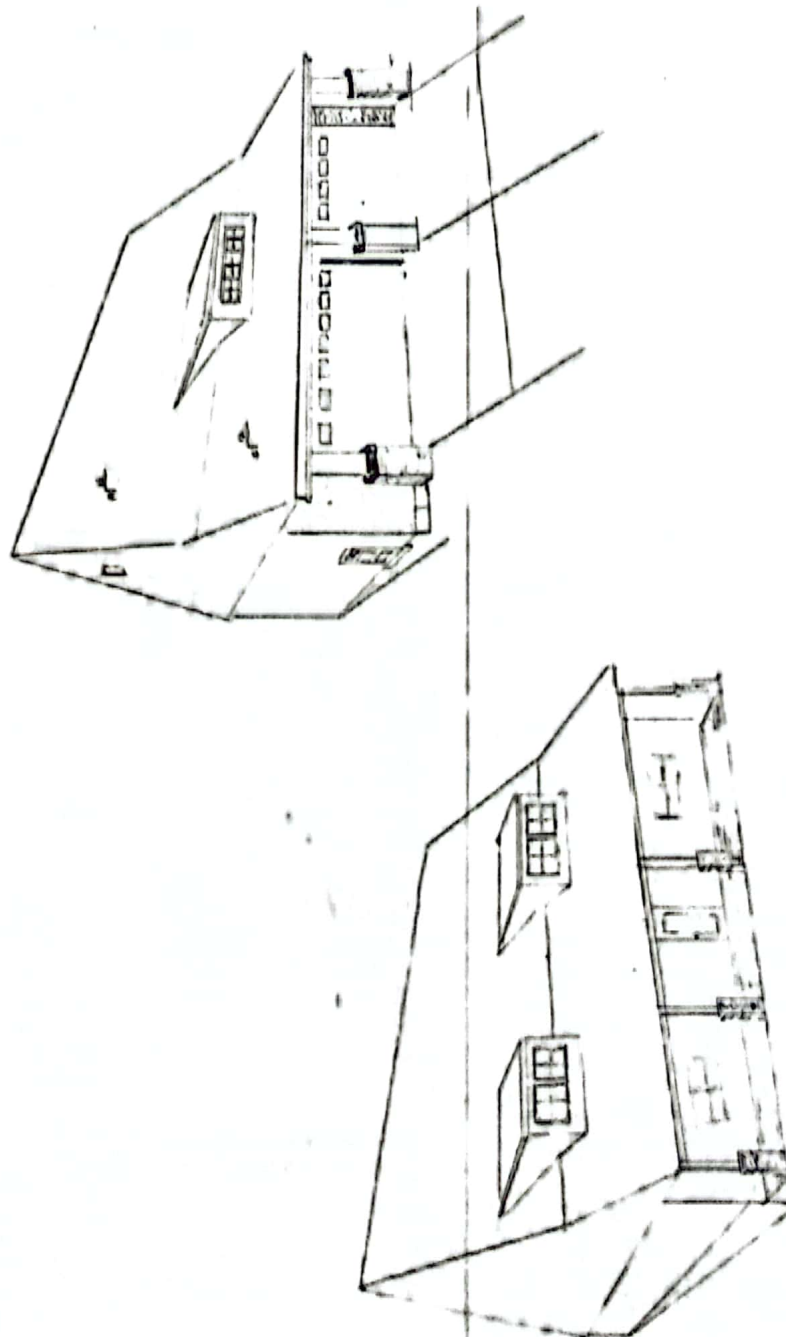
Size 79' x 165'
 Building Footprint 63' x 115'
 House Footprint 32' x 82' 6"
 Garage Footprint 32' x 20' 1/2"

16



NOTES
 1. 165' x 79' SITE
 2. 63' x 115' BUILDING
 3. 32' x 20' 1/2' GARAGE
 4. 36' x 7' PORCH
 5. 11' DRIVEWAY
 6. 16' 6" x 16' 6" ROOF OVERHANG
 7. 1 CAR GARAGE
 8. 1 CAR BUILDING
 9. 1 CAR PORCH
 10. 1 CAR DRIVEWAY
 11. 1 CAR ROOF OVERHANG
 12. 1 CAR FRONT SET BACK TO INSIDE
 13. 1 CAR 4/1/23





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: Site Review Committee / Plan Commission
DATE: May 8th, 2023
SUBJECT: 1748 River Drive Site Plan Review

A Site Plan Review requested by Eric Wegner, Agent for EAA Chapter 320, for an airplane hangar at 1748 River Dr. Watertown, WI within the Watertown Municipal Airport property. Parcel PIN: 291-0815-0931-001.

SITE DETAILS:

Acres: 120.19
Current Zoning: PI Planned Industrial
Existing Land Use: Airport
Future Land Use Designation: Airport

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing a 64 ft x 84 ft airplane hangar at a hangar pad identified in the Watertown Municipal Airport Master Plan. The site of the proposed hangar at the airport was selected by the airport manager and approved by the Airport Commission. The hangar will be for private use by the local EAA Chapter #320.

STAFF EVALUATION:

Land Use and Zoning:

A Site Plan Review Committee recommendation and Plan Commission approval of the hangar site plan is required per the City Zoning Code [per § 550-144 & 550-145]. Within the City Zoning Code, 'Transportation Land Uses' include Airports and Heliports and are defined as transportation facilities providing takeoff, landing, servicing, storage, and other services to any type of air transportation. [per § 550-54B]. The property is subject to Airport Height Limitations with all parts of the structure being below the maximum allowed at this location.

Site Layout and Design:

The hangar will be white in color with a blue lower wainscot.

Landscaping:

No landscaping is required for the hangar, per the Airport Master Plan.

Parking:

Parking will utilize existing parking areas identified in the Airport Master Plan.

PLAN COMMISSION OPTIONS:

The following are possible options for the Plan Commission:

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

ATTACHMENTS:

- Application materials

Zoning & Planning April 21st 2023:

1. Two sets of plans-included.
 - A. No landscape plans. Airport tarmac. In conformance with Airport Commission's Master plan.
 - B. Elevation: 842.9' Grade in accordance with airport requirements. All drainage and utilities already in place and in compliance.
 - C. Building is white with lower blue wainscot. Building is in conformance with architectural controls in place and on file. Site was required as selected by airport manager. Both site and hangar are in accordance with requirements set forth by City and have been approved by the Airport Commission.
2. Entity Operation plan.
 - A. This is a private use hangar for local EAA Chapter #320 use. There are no hours/days of operation, and no employees.
3. Timetable.
 - A. We are looking for a June 1st groundbreaking or earlier dependent upon permitting process. Completion date would be before snowfall 2023.
4. Floodplain & Wetlands.
 - A. None known.

Estimate #: 327660
Design #: 1
Store: JOHNSON CREEK
Guest: Trav Hardy

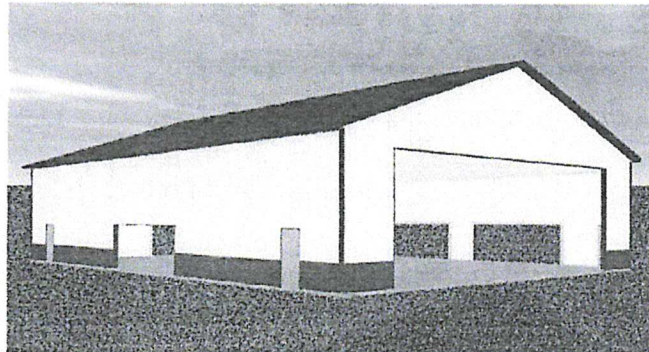


Post Frame Building

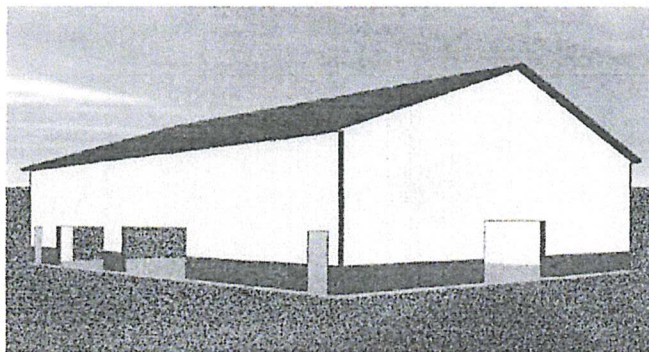
Section 3, Item C.

Project Name: AIRPLANE HANGER
Section: 3D Perspectives
Date: 02-17-2022 08:46 AM

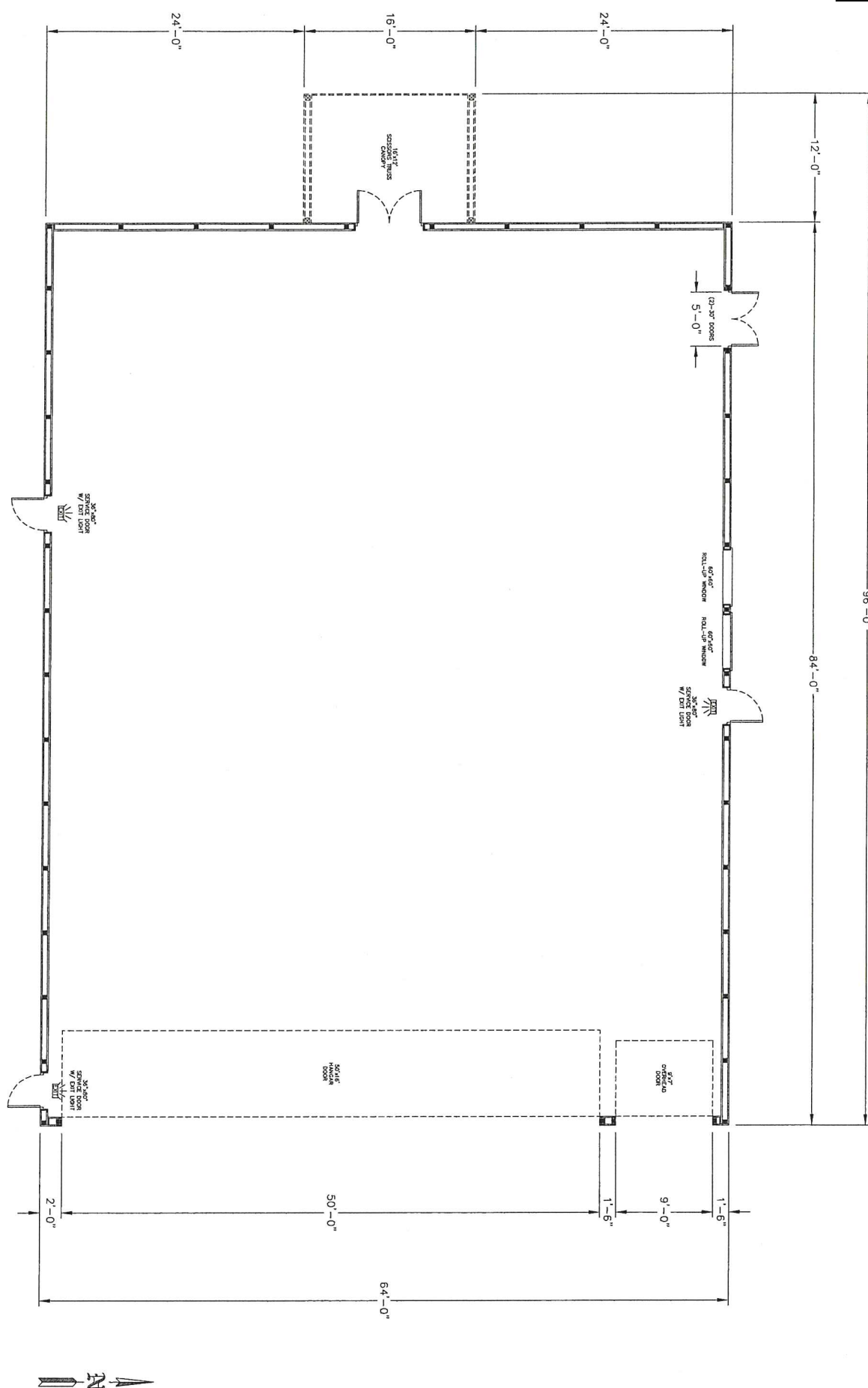
Front View



Back View

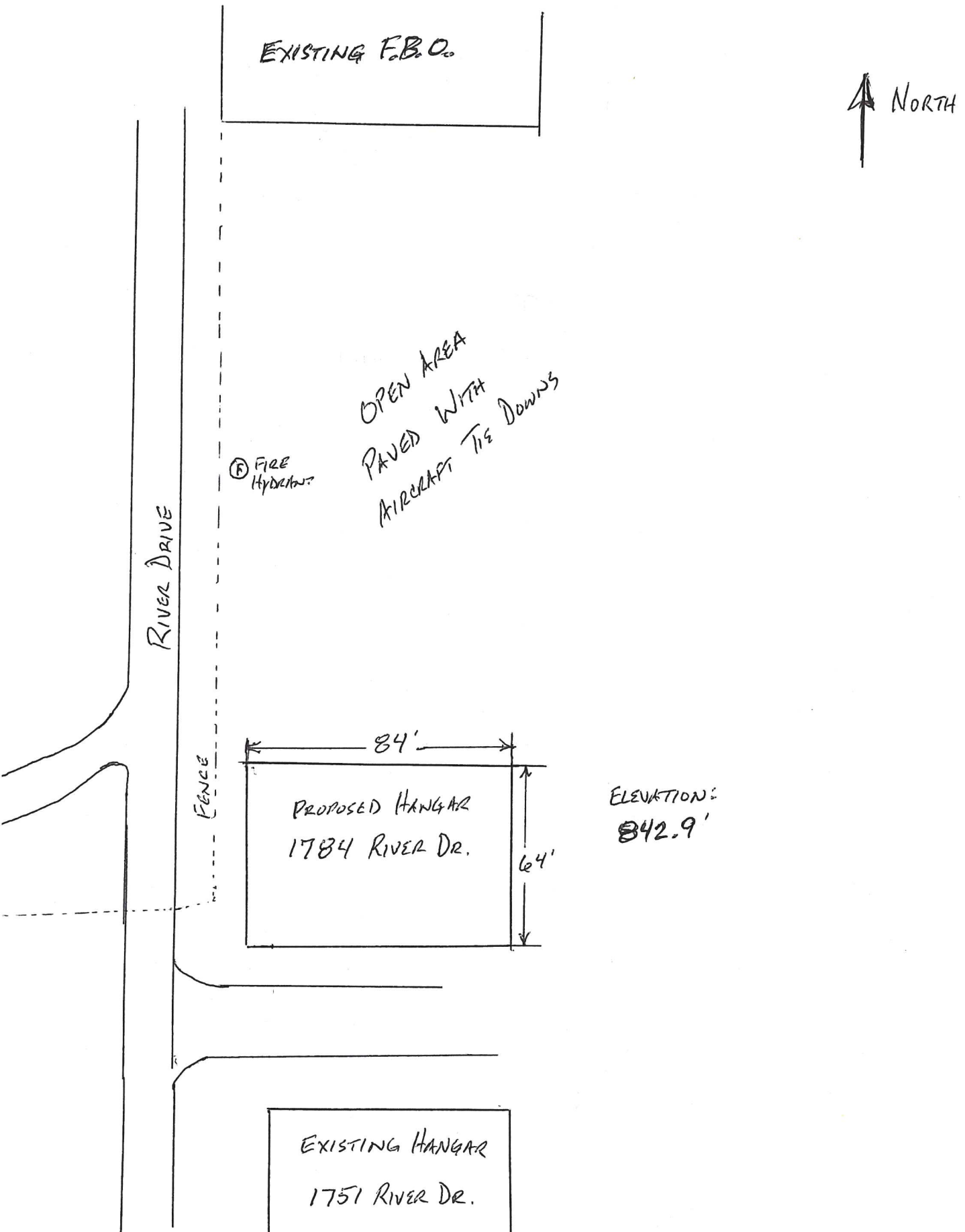


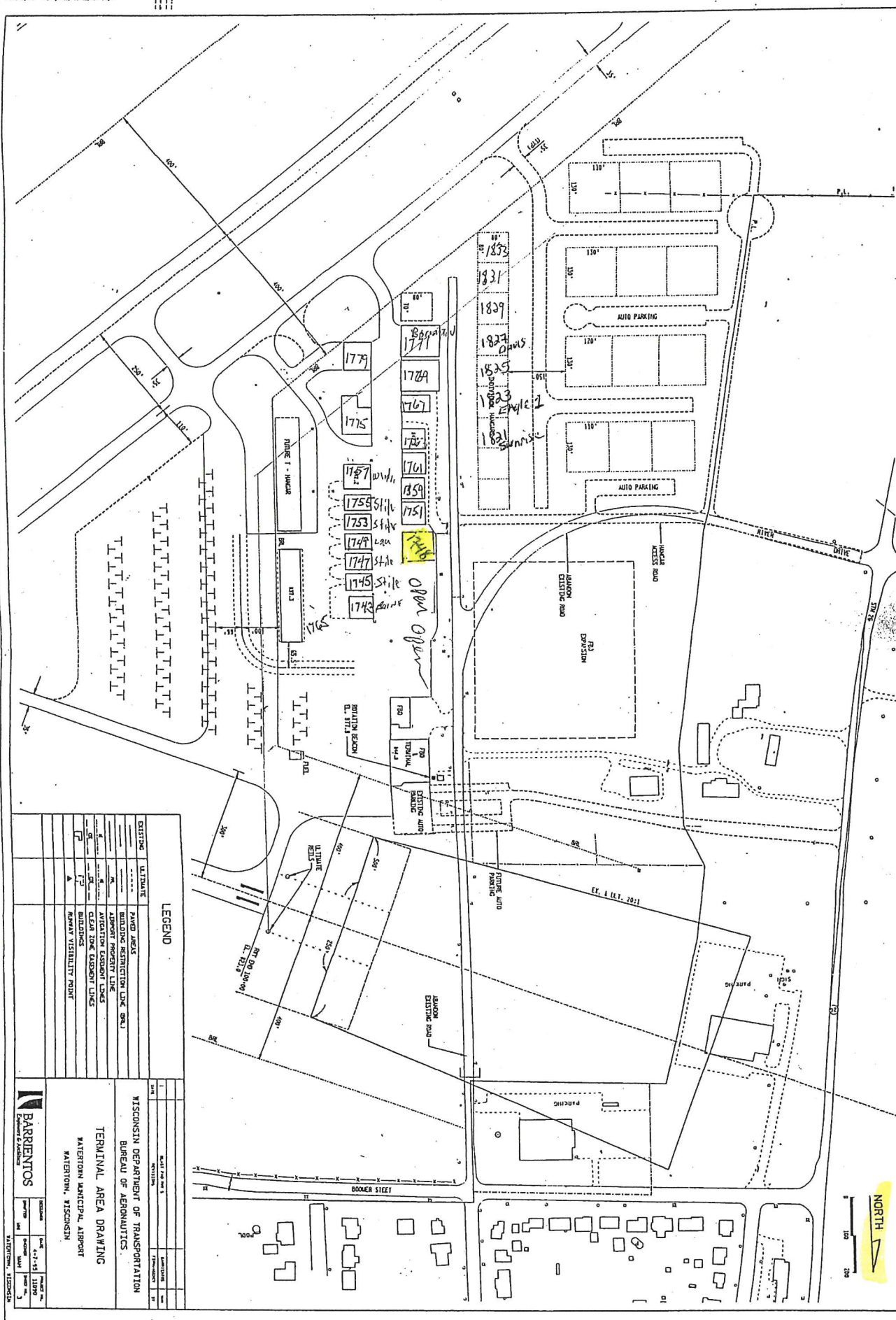
Color shows approximate tone. Color of actual product may vary from what is pictured due to differences in printing and resolution. Please visit your Menards store to view a steel color sample or request a color sample from Midwest Manufacturing at steel@midwestmanufacturing.com



SITE DETAIL

For Proposed Hangar at: 1748 River Drive Watertown, WI 53094





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: May 8th, 2023
SUBJECT: N8449 Baurichter Lane - Extraterritorial Certified Survey Map (CSM)

A request by the Michael R. and Sarah S. Walter Trust to create a Certified Survey Map (CSM) within the City of Watertown 3-mile extraterritorial plat review jurisdiction. Parcel PIN: 020-0814-2421-000

SITE DETAILS:

Parent Parcel Acres: 40.0
Proposed Lot Size(s): 37.84 acres
Jurisdiction: Town of Milford

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to create a Certified Survey Map with a 37.84 acre lot. The lot will access the south side of Navan Road.

STAFF EVALUATION:

The property is addressed as N8449 Baurichter Lane but is accessed from Navan Road. Navan Road is not located within the Airport Approach Protection Zone and was not identified in the 2019 City of Watertown Comprehensive Plan 'Map #7 – Transportation & Community Facilities' as having an expanded right-of-way. The 2019 City of Watertown Comprehensive Plan designates the future right-of-way width for Navan Road as an existing Local Road with a right-of-way width of 66 feet (33 feet from centerline). The preliminary CSM does properly dedicate the right-of-way for Navan Road, but does not dedicate a right-of-way for Baurichter Rd. If Baurichter Rd is to remain a public road, a 66 foot a right-of-way should be dedicated on the CSM.

PLAN COMMISSION OPTIONS:

The following possible options for the Plan Commission:

1. Deny the preliminary extraterritorial CSM.
2. Approve the preliminary extraterritorial CSM without conditions.
3. Approve the preliminary CSM with other conditions as identified by the City of Watertown Plan Commission:
 - a. Lot 1 shall maintain a right-of-way dedication of 66 feet (33 feet from centerline) for Navan Rd and shall be indicated on the preliminary extraterritorial CSM.
 - b. Lot 1 shall maintain a right-of-way dedication of 66 feet (33 feet from centerline) for Baurichter Rd and shall be indicated on the preliminary extraterritorial CSM.

ATTACHMENTS:

- Application materials.

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: May 8th, 2023
SUBJECT: Hilltop Road - Extraterritorial Certified Survey Map (CSM)

A request by the Michael R. and Sarah S. Walter Trust to create a two lot Certified Survey Map (CSM) within the City of Watertown 3-mile extraterritorial plat review jurisdiction. Parcel PIN: 020-0814-2414-000

SITE DETAILS:

Parent Parcel Acres: 26.82
Proposed Lot Size(s): 1 acre each
Jurisdiction: Town of Milford

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to create a two lot Certified Survey Map with each lot being one acre in size. The lots will access the west side of Hilltop Road.

STAFF EVALUATION:

The Hilltop Road area is not located within the Airport Approach Protection Zone and was not identified in the 2019 City of Watertown Comprehensive Plan Map #7 – Transportation & Community Facilities as having an expanded right-of-way. The 2019 City of Watertown Comprehensive Plan designates the future right-of-way width for Hilltop Road as an existing Local Road with a right-of-way width of 66 feet (33 feet from centerline). The preliminary CSM does not properly dedicate the right-of-way.

PLAN COMMISSION OPTIONS:

The following possible options for the Plan Commission:

1. Deny the preliminary extraterritorial CSM.
2. Approve the preliminary extraterritorial CSM without conditions.
3. Approve the preliminary CSM with other conditions as identified by the City of Watertown Plan Commission:
 - a. Lots 1 & 2 shall maintain a right-of-way dedication of 66 feet (33 feet from centerline) and right-of-way shall be indicated on the preliminary extraterritorial CSM.

ATTACHMENTS:

- Application materials.

JEFFERSON COUNTY
PRELIMINARY REVIEW FOR CERTIFIED SURVEY
UNPLATTED LANDS BEING PART OF THE EAST 1/2 OF THE NORTHEAST 1/4 OF SECTION 24, TOWNSHIP 8 NORTH,
RANGE 14 EAST, TOWN OF MILFORD, JEFFERSON COUNTY, WISCONSIN.

PREPARED FOR: WALTER REVOCABLE TRUST
ADDRESS: W5340 FRENCH ROAD
JOHNSON CREEK, WI 53038
PHONE: (920) 285-1744
SURVEYOR: #



DATE SUBMITTED: _____
REVISED: _____
NOTE TO BE PLACED ON FINAL CSM

PETITION # _____ ZONING _____
CHECK FOR SUBSEQUENT ZONING
CHANGES WITH JEFFERSON COUNTY
ZONING DEPARTMENT.

- ☒ REZONING
☐ ALLOWED DIVISION WITHIN EXISTING ZONE
☐ FARM CONSOLIDATION
☐ 35+ ACRE LOT IN A-1 ZONE
☐ SURVEY OF EXISTING PARCEL

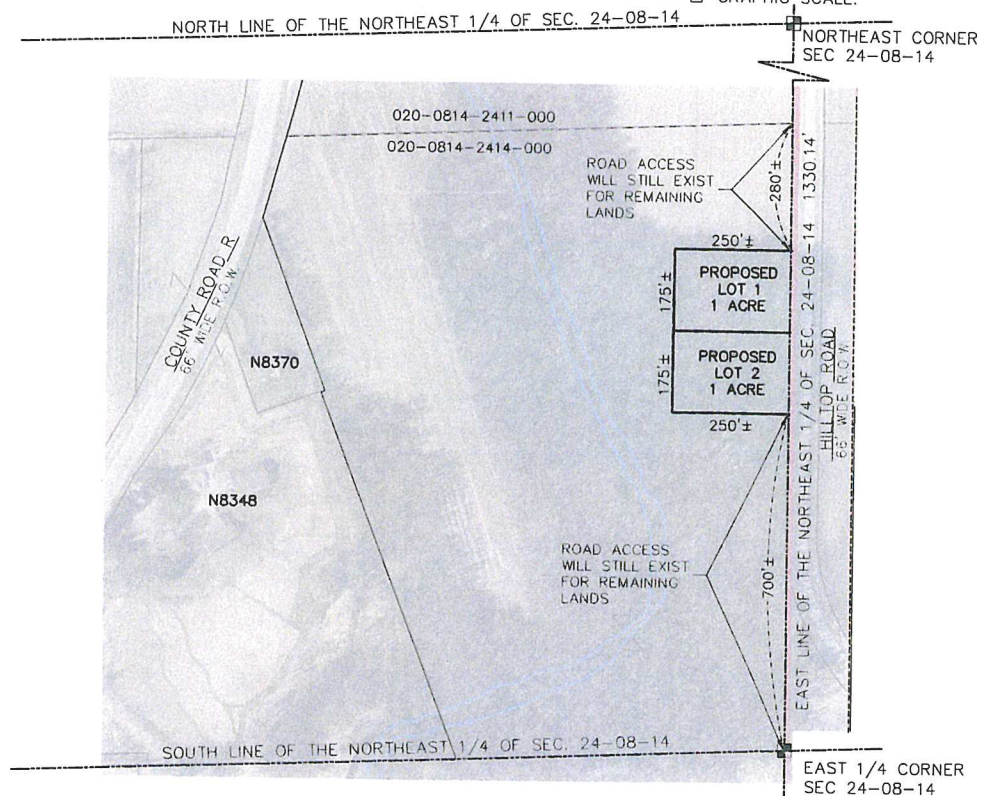
INTENT AND DESCRIPTION OF PARCEL:
CREATE 2 - 1 ACRE PARCEL FROM THE REST OF THE FARMLAND.

NOTES:

- THIS MAP WAS COMPILED FROM PUBLIC DATA SUPPLIED BY THE JEFFERSON LAND INFORMATION DEPARTMENT AND IS NOT A SUBSTITUTE FOR AN ACTUAL FIELD SURVEY AND IS LIMITED BY THE QUALITY OF THE DATA FROM WHICH IT WAS ASSEMBLED. THE DIMENSIONS ARE APPROXIMATE AND WILL VARY UPON AN ACTUAL FIELD SURVEY. TO BE USED FOR PLANNING PURPOSES ONLY.

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

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



TOWN BOARD APPROVAL _____ DATE: _____
(INCLUDES ACCESS APPROVAL IF APPLICABLE)
COUNTY HIGHWAY APPROVAL _____ DATE: _____
(IF APPLICABLE)
EXTRATERRITORIAL APPROVAL _____ DATE: _____
(IF APPLICABLE)
COUNTY SURVEYOR APPROVAL _____ DATE: _____
ZONING OFFICE APPROVAL _____ DATE: _____

PLEASE SUBMIT ONE COPY TO JEFFERSON COUNTY ZONING, ROOM 201, COURTHOUSE, 230 S. MAIN ST. JEFFERSON, WISCONSIN 53549

REV 2/17/2023
DATED 02/15/2023
JOB # 23031
SHEET 1 OF 1