



PLAN COMMISSION MEETING - SPECIAL AGENDA

MONDAY, MAY 19, 2025 AT 4:30 PM

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

Virtual Meeting Info:

<https://us06web.zoom.us/j/2371460557?pwd=UXjvqLXKCdw12jl4jl1b7GIUPaClat.1&omn=84574872169> or call: 1-646-931-3860 and use Meeting ID: 237 146 0557 Passcode: 144391

All public participants' devices 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: Plan Commission minutes dated May 12, 2025

3. BUSINESS

A. Review and take action: 907 Boomer Street – 917 Boomer Street – Proposed Vietnam Wall Project

4. ADJOURNMENT

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

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

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

The following members were present: Mayor Stocks, Talaga, Kneser, Lampe, Krueger, Zirbes, and Beyer. Absent: Alderperson Blanke.

Also in attendance: Mason Becker, Duane & Darlene Duddeck, Jessica & Nick Schmidt, Duane & Deborah Strauss, and Todd Blank.

1. Call to order (4:34pm Mayor Stocks)

2. Approval of Minutes

A. Site Plan Review minutes April 28, 2025

Motion to approve the Site Plan Review minutes was made by Lampe and seconded by Krueger, passed on unanimous voice vote.

B. Plan Commission minutes April 28, 2025

Motion to approve Plan Commission minutes was made by Beyer and seconded by Krueger, passed on unanimous voice vote.

3. Business

A. Public Hearing: 830 West Street– request for a Conditional Use Permit (CUP) for an addition to an Accessory Dwelling Unit exceeding 10% maximum accessory building coverage under Section §550-56C(1)(b)[2]

A letter from Duane and Darlene Duddeck of 834 West Street was presented in the packets. There being no further comments, the public hearing was closed.

B. Review and take action: 830 West Street– request for a Conditional Use Permit (CUP) for an addition to an Accessory Dwelling Unit exceeding 10% maximum accessory building coverage under Section §550-56C(1)(b)[2]

Brian Zirbes presented the request for a CUP for 830 West Street. The applicants are requesting 4,128 square feet in accessory building coverage whereas the maximum allowed in the district would be 3,833 square feet.

Motion to approve with no conditions was made by Talaga, seconded by Kneser and passed on a unanimous voice vote.

C. Public Hearing: 830 West Street– request for a Conditional Use Permit (CUP) for a combination of accessory structures exceeding a total of 1,000 square feet under Section §550-56C(1)(b)[1]

A letter from Duane and Darlene Duddeck of 834 West Street was presented in the packets. There being no further comments, the public hearing was closed.

D. Review and take action: 830 West Street– request for a Conditional Use Permit (CUP) for a combination of accessory structures exceeding a total of 1,000 square feet under Section §550-56C(1)(b)[1]

Brian Zirbes presented the request for a CUP for 830 West Street. The applicants are requesting to exceed 1,000 square feet of accessory structures. There's an existing barn that will remain on the property as well as a shed that will be removed. With the new shed added in, the total square feet of accessory structures will be 4,128 square feet.

Motion to approve with no conditions was made by Lampe, seconded by Krueger and passed on a unanimous voice vote.

E. Public Hearing: 830 West Street– request for a Conditional Use Permit (CUP) for an addition to an Accessory Dwelling Unit exceeding the maximum height of 15 feet for an accessory structure under Section §550-83C

A letter from Duane and Darlene Duddeck of 834 West Street was presented in the packets. There being no further comments, the public hearing was closed.

F. Review and take action: 830 West Street– request for a Conditional Use Permit (CUP) for an addition to an Accessory Dwelling Unit exceeding the maximum height of 15 feet for an accessory structure under Section §550-83C

Brian Zirbes presented the request for a CUP for 830 West Street. The applicants are requesting to build a structure that will not exceed 24 feet.

Motion to approve with the condition that the maximum height shall be no more than 24 feet was made by Krueger, seconded by Lampe and passed on a unanimous voice vote.

G. Review and take action: N8505 Highland Road Extraterritorial Certified Survey Map (CSM)

Brian Zirbes presented the request for a CSM for this property within the 3-mile extraterritorial jurisdiction. It would be a 1.2 acre lot with access to Highland Road. This is in the Airport Approach Protection Zone with an elevation of 968 feet. This note has been added to the CSM. The signature page needs to be corrected on the CSM.

Motion to approve with the condition that the signature page be corrected for the Mayor and Clerk to sign was made by Lampe, seconded by Beyer and passed on a unanimous voice vote.

H. Review and take action: N886 Barry Road Extraterritorial Certified Survey Map (CSM) Review

Brian Zirbes presented the request for a CSM for this property within the 3-mile extraterritorial jurisdiction. It would be a 5.1 acre lot for a new home. This is not in the Airport Approach Protection Zone The signature page needs to be corrected on the CSM.

Motion to approve with the condition that the signature page be corrected for the Mayor and Clerk to sign was made by Beyer, seconded by Lampe and passed on a unanimous voice vote.

I. Review public hearing comments and make recommendation to Common Council: Edge Field Rezoning

Brian Zirbes summarized this. This is to rezone the Edge Field Plat to rezone 14 twin home lots from single-family to two-family. A condition of the approval would be that the final plat has to be approved by the Common Council.

Motion to make a positive recommendation to Council with the condition that the final plat be approved by the Common Council was made by Krueger, seconded by Kneser and passed on a unanimous voice vote.

J. Review and take action: Enclave Subdivision Final Plat

Brian Zirbes summarized this. Jefferson County has no objection to the Enclave Subdivision final plat. Bielinski has not yet received communication from the Wisconsin Department of Administration. Two conditions for this item would be that the applicant shall obtain any required erosion control and stormwater permits and that any further corrections from the Wisconsin Department of Administration shall be made prior to recording of the final plat. Andrew Beyer added that the first page of the final plat has some details on the vision corner easement. Another condition should be that verbiage and detail be removed as it is inconsistent with current zoning for the City of Watertown vision triangle.

Motion was made and seconded to approve with the conditions that the applicant shall obtain any required erosion control and stormwater permits; any further corrections from the Wisconsin Department of Administration shall be made prior to recording of the final plat; and the verbiage and detail on the first page of the final plat regarding the vision corner easement be removed. Motion passed on a unanimous voice vote.

K. Initial Review and Schedule Public Hearing: Text Amendments to Chapter 545 Subdivision of Land

Brian Zirbes stated that there are some recommended amendments Chapter 545 Subdivision of Land. The first amendment is regarding Parkland Fees in situations where parkland is not dedicated and a fee in lieu of dedication is required. The ordinance currently requires these fees to be paid at the time of the building permit issuance. However, in instances where some time has passed, it is not clear whether the fees have been collected, or the land has been dedicated. The recommendation would be the fee being collected at the time of the land division or plat approval. The Recreation Facilities Fee would continue to be collected at the time of building permit issuance. The other recommendation for amendment is to utilize the expanded use of certified survey maps (CSMs) that State Statutes allow the city to do. Currently a CSM can only have up to 4 lots. The expanded use would allow multifamily lots and up to 12 lots to be created via CSM or 8 lots for commercial and industrial development. The request for this meeting is to set the public hearing date at the Common Council for June 3, 2025.

Motion to approve was made by Krueger, seconded by Talaga and passed on a unanimous voice.

L. Initial Review and Schedule Public Hearing: Text Amendments to Chapter 550-150 Community Entry Corridor Overlay Zoning District

Brian Zirbes stated this is a correction to the amendments made last year to this section. The introductory paragraph had an error. Per the City Attorney this must go through the same amendment process to make this correction. The request for this meeting is to set the public hearing date at the Common Council for June 3, 2025.

Motion to approve was made by Lampe, seconded by Kneser and passed on a unanimous voice.

4. Adjournment

Motion to adjourn was made by Krueger and seconded by Kneser and passed on a unanimous voice vote. (4:54pm)

All materials discussed at this meeting can be found at:

https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/5330/COW/5621155/May_12_2025_Plan_Commission_Meeting_Packet.pdf

Respectfully Submitted,
Mayor Robert Stocks

BUILDING SAFETY & ZONING DIVISION

PLAN COMMISSION STAFF REPORT

TO: Plan Commission
DATE: May 19th, 2025
SUBJECT: 907 Boomer St - Site Plan Review

Site Plan Review requested by American Legion Post 189 for a Vietnam Memorial Wall in Aero Park. Parcel PIN(s): 291-0815-0914-050 & 291-0815-0914-051.

SITE DETAILS:

Acres: 0.63 & 1.58 acres
Current Zoning: Planned Industrial (PI)
Existing Land Use: Aero Park
Future Land Use Designation: Parks & Recreation

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing a project to construct a Vietnam Memorial Wall in Aero Park. The wall will be located in the northeast corner of the park and consist of two wings each 160 feet long. The center of the wall will be 8 feet tall and taper down to 2 feet at the ends of the wall. **The project was approved by the Watertown Airport Commission at their May 14th, 2025 meeting.**

STAFF EVALUATION:

Land Use and Zoning:

1. A Site Plan Review Committee recommendation and Plan Commission approval of the site plan is required pursuant to Sections 550-144 & 550-145 of the zoning code.
2. Development for Marine Corp Aero Park is delegated under Chapter 211: Airport. Any Development must be approved per Section § 211-13F(2)(c):
 - (c) Construct or erect any building or structure of whatever kind, whether permanent or temporary, or run or string any public service utility into, upon or across such property, unless specifically authorized by the Watertown Airport Commission or the United States Marine Corps League.
3. 907 Boomer Street is owned by the City of Watertown and is subject to Wis. Stat. § 62.23(5):
 - (5) Matters referred to city plan commission. The council, or other public body or officer of the city having final authority thereon, shall refer to the city plan commission, for its consideration and report before final action is taken by the council, public body or officer, the following matters: **The location and architectural design of any public building; the location of any statue or other memorial; the location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition of land for or lease of land for any street, alley or other public way, park, playground, airport, area for parking vehicles, or other memorial or public grounds;** the location, extension, abandonment or authorization for any public utility whether publicly or privately owned; all plats of lands in the city or within the territory over which the city is given platting jurisdiction by ch. 236; the location, character and extent or acquisition, leasing or sale of lands for public or semipublic housing, slum clearance, relief of congestion, or vacation camps for children; and the amendment or repeal of any ordinance adopted pursuant to this section. Unless such report is made within 30 days, or such longer period as may be stipulated by the common council, the council or other public body or officer, may take final action without it.

BUILDING SAFETY & ZONING DIVISION
PLAN COMMISSION STAFF REPORT

PLAN COMMISSION OPTIONS:

The following are possible options for the Plan Commission:

1. Negative recommendation of the Site Plan/Memorial Wall to Common Council.
2. Positive recommendation of Site Plan/Memorial Wall to Common Council.
3. Positive recommendation of the Site Plan/Memorial Wall to Common Council, with conditions identified by the Plan Commission:

STAFF RECOMENDATION:

- Staff recommends a positive recommendation of the site plan to the Common Council

ATTACHMENTS:


- Application materials.

Measure distance
Total distance: 320.95 ft (97.83 m)



- City Boundary
- Parcel Boundary
- Address Points

Approx. Scale - 1mm = 3.45 ft



City of Watertown
Geographic Information System

Printed on: April 28, 2025

Author:

Scale: 1" = 345'

SCALE BAR = 1"

DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. City of Watertown makes no warranty whatsoever concerning this information.



Existing Grade Black
Desired Bottom of wall Grade
Desired Top of wall

