



## PLAN COMMISSION MEETING AGENDA

MONDAY, SEPTEMBER 25, 2023 AT 4:30 PM

COUNCIL CHAMBERS, SECOND FLOOR, 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): 1 866 899 4679 Access Code: 163-432-669 or <https://meet.goto.com/163432669> 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. Site Plan Review minutes from September 11, 2023

B. Plan Commission minutes from September 11, 2023

**3. BUSINESS**

A. Review and take action: 500 E. Main Street – 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](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**  
**September 11, 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; Maureen McBroom of Engineering and Stormwater Utility; Kristine Butteris of Park & Rec; Stacy Winkelman of the Street Department; Jeff Meloy of the Police Department; Tim Hayden of the Water/Wastewater Department; and Anthony Rauterberg of the Fire Department. Also in attendance were Nikki Zimmerman, Jorge Monterrey and Alex Rodriguez of The Strike Zone, Kevin Zubke of KAZ Construction, and Jim Coughlin and David Egan of St. Bernard's Cemetery.

**1. Call to Order**

The meeting was called to order by Chairperson Brian Zirbes.

**2. Approval of Minutes**

**A. Review and take action: Site Plan Review Minutes Dated July 24, 2023**

Motion was made by Anthony Rauterberg and seconded by Stacy Winkelman to approve the July 24, 2023 Site Plan Review minutes as submitted. Unanimously approved.

**3. Business**

**A. Review and take action: 311 S. Third Street – proposed indoor batting cages**

Jorge Monterrey was present for this item. The proposal is for 3 batting cages and a point of service area.

The following was presented by staff:

Building:	There should be a final check on the exit lights and outlet(s).
Fire:	No comments.
Eng/Stormwater:	No comments.
Parks:	No comments.
Police:	No comments.
Streets:	Businesses must coordinate their own garbage pickup.
Water/Wastewater:	No comments.

Motion was made by Anthony Rauterberg and seconded by Maureen McBroom to recommend approval of this proposal to Plan Commission with inclusion of the above comments.

Unanimously approved.

**B. Review and take action: 1508 Neenah Street – proposed open air pavilion**

Schurz School is proposing to place an open air pavilion in their parking lot for picnic tables and shade for the students.

The following was presented by staff:

Building:	No comments.
Fire:	Verified specific location – it will be placed off the playground area.
Eng/Stormwater:	No comments.
Parks:	No comments.
Police:	No comments.
Streets:	No comments.
Water/Wastewater:	No comments.

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

Unanimously approved.

- C. Review and take action: 515 Pearl Street (614 Milford Street) – proposed 1,040 sf garage for ground** Section 2, Item A.  
St. Bernard's Cemetery is proposing a 1,040 sf garage to replace the existing storage building on site. The garage will be used to store maintenance items for the cemetery area.

The following was presented by staff:

Building:	No comments.
Fire:	No comments.
Eng/Stormwater:	If the project disturbs more than 3,000 sf of land, an erosion control permit will be required.
Parks:	No comments.
Police:	No comments.
Streets:	No comments.
Water/Wastewater:	No comments.

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

Unanimously approved.

**4. Adjournment**

Motion was made by Anthony Rauterberg and seconded by Maureen McBroom 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  
SEPTEMBER 11, 2023**

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

**The following members were present:** Mayor McFarland, Blanke, Holloway, Krueger (remote), Lampe, Konz, and Zirbes.

**Also in attendance:** Jorge Monterrey, Wayne Zastrow, and David Egan.

**1. Call to order**

**2. Approval of Minutes**

**A. Plan Commission minutes August 14, 2023**

Motion to approve the June 24<sup>th</sup> Minutes was made by Holloway and seconded by Lampe, passed on unanimous voice vote.

**3. Business**

**A. Conduct Public Hearing:** 311 S. Third St. – request for batting cages under Indoor Commercial Entertainment Section 550-34B(2)(f)

No public comment

**B. Review and take action:** 311 S. Third St. – request for (CUP) batting cages under Indoor Commercial Entertainment Section 550-34B(2)(f)

Brian Zirbes presented the request for a proposed CUP from Jorge Monterrey for batting cages at 311 S. Third St.

Motion was made by Lampe and seconded by Holloway to approve the request for a CUP pending final inspection, passed on a unanimous voice vote.

**C. Review and take action:** 1508 Neenah Street – Proposed open air pavilion

Brian Zirbes presented the request for a proposed open air pavilion at Schurz School. Pavilion would be used for outdoor classes and a shaded area adjacent to the playground.

Motion was made by Blanke and seconded by Konz to approve the request to construct the open air pavilion, passed on a unanimous voice vote.

**D. Review and take action:** 515 Pearl Street (614 Milford Street) – Proposed 1,040 SF Grounds Garage

Brian Zirbes presented the site plan review request for a new grounds garage to replace the two existing structures on the site.

Motion was made by Blanke and seconded by Holloway to approve the request for construction with the condition that the two existing structures are razed upon completion of the new garage, passed on a unanimous voice vote.

**E. Update and Discussion on Emmet Boundary Agreement/Annexation:**

The commission reviewed the agreement to annex the final of four boundary adjustments. Mayor McFarland brought the commission up to date on the discussions the city has had with the township and the desire of both to work together. The assessed value of this annexation is \$2,511,500.00. The commission had a discussion on the cost and funding mechanism on lateral hookups and the required hookup date.

All materials discussed at this meeting can be found at:

<https://mccmeetings.blob.core.usgovcloudapi.net/watertwnwi-pubu/MEET-Packet-f6603c262eca4ab8b5f539e1fccf5477.pdf>

**4. Adjournment**

Motion to adjourn was made by Lampe and seconded by Holloway and passed on a unanimous voice vote at 5:08pm.

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: September 25th, 2023  
SUBJECT: 500 E Main Street – Preliminary Certified Survey Map (CSM)

A request by Kathleen Roach, agent for Creative Community Living Services Inc, to create a Certified Survey Map (CSM) within the City of Watertown. Parcel PIN(s): 291-0815-0412-134

SITE DETAILS:

Proposed Lot Size(s): Lot 1 – 7,020 sq ft & Lot 2 – 22,572 sq ft  
Jurisdiction: City of Watertown

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to create a two lot CSM from an existing parcel. Lot 1 contains a portion of the existing parking lot with vehicle access from E Madison St and N 6<sup>th</sup> Street. Lot 2 will contain the former bank building and the remainder of the parking lot with vehicle access from N 5<sup>th</sup> Street and an existing easement from N 6<sup>th</sup> Street. Both proposed lots exceed the minimum lot area requirements for the Central Business (CB) Zoning District in which they are located. The proposed lots are not located within the Airport Approach Protection Zone.

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 with other conditions as identified by the City of Watertown Plan Commission

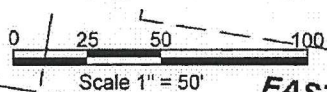
ATTACHMENTS:

- Application materials.

# Certified Survey Map

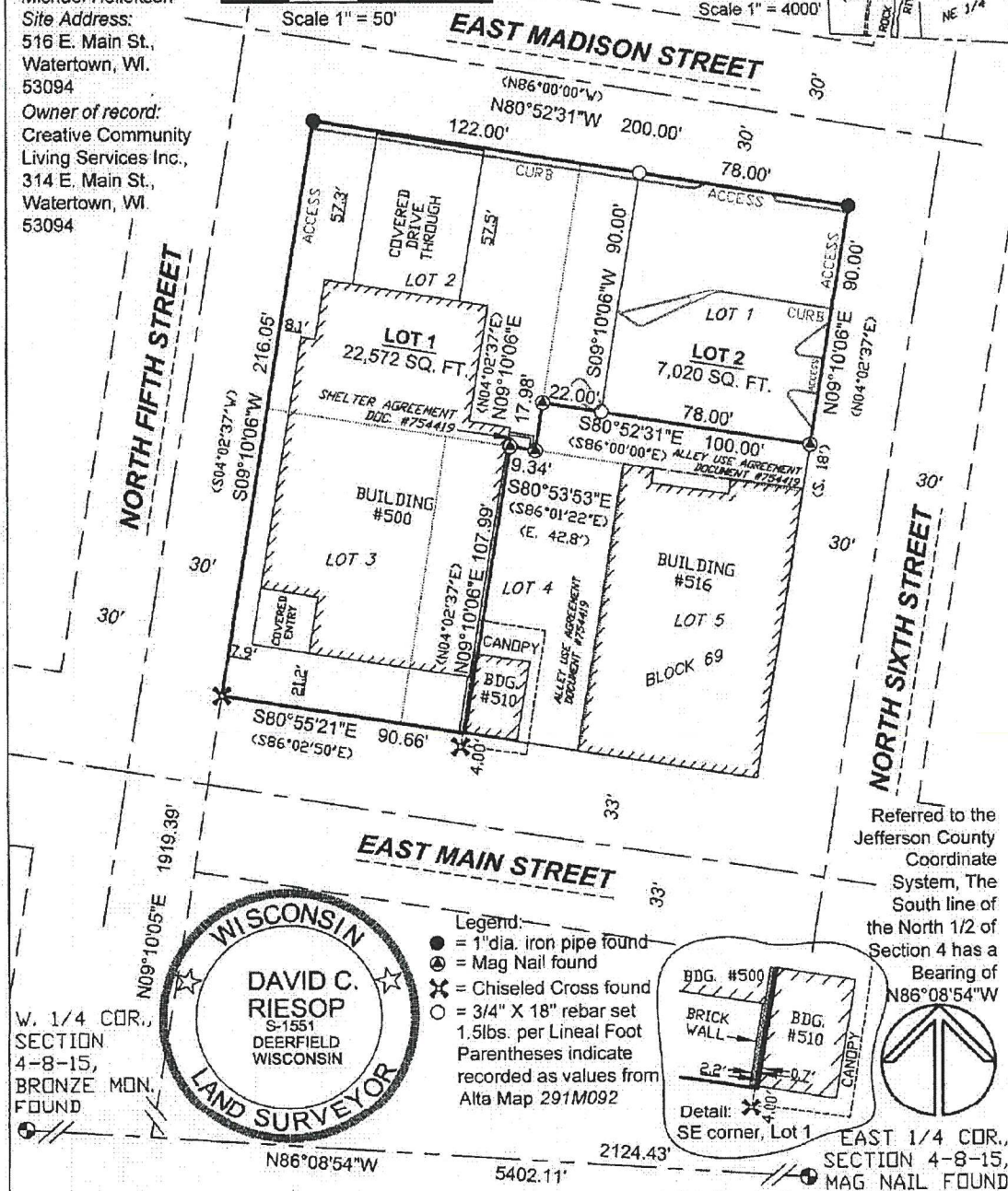
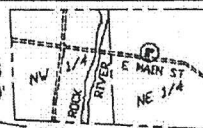
PART OF LOTS 1, 2, 3 AND 4, BLOCK 69 ACCORDING TO THE MAP OR PLAT OF THE CITY OF WATERTOWN ON THE EAST SIDE OF THE ROCK RIVER, ALL BEING IN PART OF THE NW 1/4 OF THE NE 1/4 OF SECTION 4, TOWN 8 NORTH, RANGE 15 EAST, CITY OF WATERTOWN, JEFFERSON COUNTY, WISCONSIN.

Prepared for:  
Michael Hellekson  
Site Address:  
516 E. Main St.,  
Watertown, WI.  
53094  
Owner of record:  
Creative Community  
Living Services Inc.,  
314 E. Main St.,  
Watertown, WI.  
53094

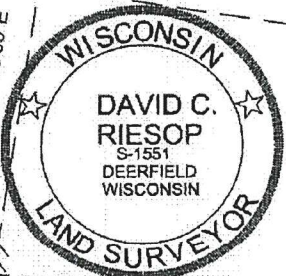


## Vicinity Map

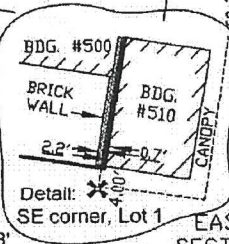
N 1/2,  
Section 04-8-15  
Scale 1" = 4000'



Referred to the  
Jefferson County  
Coordinate  
System, The  
South line of  
the North 1/2 of  
Section 4 has a  
Bearing of  
N86°08'54"W



- Legend:
- = 1" dia. iron pipe found
  - ⊙ = Mag Nail found
  - ⊗ = Chiseled Cross found
  - = 3/4" X 18" rebar set 1.5lbs. per Lineal Foot
- Parentheses indicate recorded as values from Alta Map 291M092



W. 1/4 COR.,  
SECTION  
4-8-15,  
BRONZE MON.  
FOUND

EAST 1/4 COR.,  
SECTION 4-8-15,  
MAG NAIL FOUND

## Wisconsin Mapping, LLC

surveying and mapping services  
306 West Quarry Street, Deerfield, Wisconsin 53531  
(608) 764-5602

Dwg. No. 6115-23

Date 7/21/2023

Sheet 1 of 3

Document No.

C. S. M. No. V. P.



**Certified Survey Map**

PART OF LOTS 1, 2, 3 AND 4, BLOCK 69 ACCORDING TO THE MAP OR PLAT OF THE CITY OF WATERTOWN ON THE EAST SIDE OF THE ROCK RIVER, ALL BEING IN PART OF THE NW 1/4 OF THE NE 1/4 OF SECTION 4, TOWN 8 NORTH, RANGE 15 EAST, CITY OF WATERTOWN, JEFFERSON COUNTY, WISCONSIN.

**Owners Certificate**

As owners, We hereby certify that we have caused the land described on this certified survey to be surveyed, divided, and mapped as represented on this certified survey map. We also certify that this certified survey is to be submitted to the City of Watertown for approval.

Creative Community Living Services Inc.

By: *Kate J. Louch* *President & CEO*

State of Wisconsin)

County of Jefferson ) ss.

Personally came before me this 31 day of August, 2023, the above named to me known to be the persons who executed the foregoing instrument and acknowledged the same.

*[Signature]*  
Notary Public, Jefferson County, Wisconsin  
My commission expires 6/5/2026

KATHRYN R BERGEN  
Notary Public  
State of Wisconsin



<b>Wisconsin Mapping, LLC</b> <small>* surveying and mapping services</small> 308 West Quarry Street, Deerfield, Wisconsin 53531 (608) 764-5602	Dwg. No. <u>6115-23</u> Date <u>7/21/2023</u>
	Sheet <u>2</u> of <u>3</u>
Document No. _____	C. S. M. No. _____ V. _____ P. _____



## Certified Survey Map

PART OF LOTS 1, 2, 3 AND 4, BLOCK 69 ACCORDING TO THE MAP OR PLAT OF THE CITY OF WATERTOWN ON THE EAST SIDE OF THE ROCK RIVER, ALL BEING IN PART OF THE NW 1/4 OF THE NE 1/4 OF SECTION 4, TOWN 8 NORTH, RANGE 15 EAST, CITY OF WATERTOWN, JEFFERSON COUNTY, WISCONSIN.

### Surveyor's Certificate

I hereby certify that in full compliance with the provisions of Chapter 236.34 of the Wisconsin Statutes and the subdivision regulations of the City of Watertown, and by the direction of Michael Hellickson, agent for the owner, I have surveyed, divided, mapped and monumented the lands described hereon, and that such map correctly represents the exterior boundaries of the lands surveyed and its subdivision thereof, and that this land is located within and more fully described as follows:

Part of Lots 1, 2, 3 and 4, Block 69 according to the map or plat of the City of Watertown, on the East side of the Rock River, all being in part of the NW 1/4 of the NE 1/4 of Section 4, Town 8 North, Range 15 East, City of Watertown, Jefferson County, Wisconsin, described as follows:

Commencing at the East 1/4 corner of Section 4; thence N86°08'54"W along the East - West 1/4 line of Section 4, 2124.43 feet; thence N09°10'05"E, 1919.39 feet to the Southwest corner of Block 69 and the point of beginning; thence continue N09°10'06"E, 216.05 feet to the Northwest corner of said Block; thence S80°52'31"E, 200.00 feet to the Northeast corner of said Block; thence S09°10'06"W, 90.00 feet; thence N80°52'31"W, 100.00 feet; thence S09°10'06"W, 17.98 feet; thence N80°53'53"W, 9.34 feet; thence S09°10'06"W, 107.99 feet to the South line of Block 69; thence N80°55'21"W, 90.66 feet to the point of beginning. The above described containing 0.679 acres or 29,592 square feet.

David C. Riesop S-1551



### City of Watertown Approval

This Final land division is approved as being in conformance with the City of Watertown Subdivision Ordinance this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Chairperson

### Register of Deeds Certificate

Received for recording this \_\_\_\_\_ day of \_\_\_\_\_, 2023 at \_\_\_\_\_ o'clock \_\_\_\_\_ M. and recorded in Volume \_\_\_\_\_ of Certified Surveys, Pages \_\_\_\_\_.

Staci Hoffman, Register of Deeds, Jefferson County

**Wisconsin Mapping, LLC**

*surveying and mapping services*  
306 West Quarry Street, Deerfield, Wisconsin 53531  
(608) 764-5602

Dwg. No. 6115-23 Date 7/21/2023

Sheet 3 of 3

Document No. \_\_\_\_\_

C. S. M. No. \_\_\_\_\_ V. \_\_\_\_\_ P. \_\_\_\_\_