



PLAN COMMISSION MEETING AGENDA

MONDAY, MAY 11, 2026 AT 4:30 PM

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

1. CALL TO ORDER

2. APPROVAL OF MINUTES

A. Review and take action: Site Plan Review minutes dated April 27, 2026

B. Review and take action: Plan Commission minutes dated April 27, 2026

3. BUSINESS

A. Public Hearing: 504 Brookstone Way – request for a Conditional Use Permit (CUP) for an accessory structure exceeding a total of 1,000 square feet under Section §550-56C(1)(b)[1] and exceeding the maximum height of 15 feet for an accessory structure under Section §550-83C

B. Review and take action: 504 Brookstone Way – request for a Conditional Use Permit (CUP) for an accessory structure exceeding a total of 1,000 square feet under Section §550-56C(1)(b)[1] and exceeding the maximum height of 15 feet for an accessory structure under Section §550-83C

C. Review and take action: 416 College Avenue – Certified Survey Map (CSM) Request

D. Review and take action: N7699 Switzke Road – Extraterritorial Certified Survey Map (ET CSM) Request

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

**SITE PLAN REVIEW COMMITTEE
April 27, 2026**

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: Mayor Robert Stocks, Brian Zirbes – Planning & Zoning, Mike Jacek – Building Safety & Zoning, Laura Bohlman – Police, Don Dishno – Fire, Stacy Winkelman – Streets & Solid Waste, Nathan Williams – Engineering, Maureen McBroom – Stormwater, Ryan Thurow – Park & Rec, and Deb Sybell - Manager of Economic Development and Strategic Initiatives.

Also in attendance were Nikki Zimmerman – Building Safety & Zoning, James Kuckkan of The Watertown Daily Times, and Ruth Mack and Bruce Loeb of Loeb & Co.

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 April 13, 2026

Motion was made by Mike Jacek and seconded by Laura Bohlman to approve the minutes as submitted. Unanimously approved.

3. Business

A. Review and take action: 1018 S. Fifth Street Site Plan review

Ruth Mack and Bruce Loeb of Loeb & Co. were present. The applicant is proposing to construct a light industrial building to be rented out by the applicant to businesses in need of an industrial space. The building will be 4,980 sq ft in area with two units.

The following was presented by staff:

- Fire: Each suite will require its own fire extinguisher.
- Building: If the structure will be 50,000 cubic feet or over it will have to be reviewed by the state. If the structure is under 50,000 cubic feet, it can be reviewed at the city. For either review a set of architectural stamped plans will be required.
- Police: No concerns.
- Mayor: No concerns.
- Stormwater: An Erosion Control and Stormwater Runoff Permit will be required.
- Engineering: Asphalt or concrete pavement will be needed from the access drive (or street) to the parking area. The parking area will also need to be paved.
- Zoning: No comment.
- Parks & Rec: The proposed plantings are appropriate. Be aware of the property lines when planting.
- Water/Wastewater: Not present.
- Streets/Solid Waste: No concerns.
- Econ. Development: No concerns.
- Legal: Not present.

Motion was made by Maureen McBroom and seconded by Don Dishno to recommend approval of this item to the Plan Commission contingent upon:

- Review and approval of the Erosion Control & Stormwater Runoff Permit

-Asphalt or concrete pavement being installed from the access drive to the parking area and the parking area being paved.

Unanimously approved.

4. **Adjournment**

Motion was made by Stacy Winkelman and seconded by Robert Stocks 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 27th, 2026.

The Plan Commission meeting met at 430pm in the Council Chambers with the following members present: Mayor Stocks, Alderperson Ken Berg, Nick Krueger, Kerry Kneser, City Engineer Andrew Beyer, Zoning Administrator Brian Zirbes.

Others in attendance: Chris Ghobrial, Ian Pilak, David & Judy Schoechert, James & Janice Helms, Ruth Mack of Loeb & Co, Jennifer Bakke & Mellissa Mattke of Gingerbread Daycare, Andrew Griggs, Barb Butler, Karl Wagner, Monica Logamann, Carrie Heebsh of U-Haul, Todd & Jeni Stratman of Candle Glo Motel/U-Haul.

1. Call to Order
Mayor called meeting to order at 432pm

2. Approval of Minutes
 - A. Review and take Action: Site Review meeting minutes dated April 13th, 2026
 - B. Review and take Action: Plan Commission meeting minutes from April 13th, 2026
Motion by Krueger, seconded by Kneser to approve these minutes as written, which passed unanimously.

3. Business Conducted
 - A. **Public Hearing:** 1601 East Gate Drive—Request for Conditional Use Permit (CUP) for Outdoor Commercial Entertainment Incidental to Indoor Commercial Entertainment under Section 550-33C(2)(f). Resident Andrew Griggs stated the surrounding area where he and his family live is entirely residential with the exception of this commercial property. He is asking the Silver Moon to operate their bar/restaurant in such a way that respects the tranquility of their neighborhood; Jim Helms stated he and his wife live a short distance down on East Gate Drive and the noise from music at earlier event evening was too loud & affected their ability to sleep. Dave Schoechert who lives a bit further east stated similar concerns for the music being too loud. He asked why they did not receive notice of this meeting and asked city officials to explain why. Schoechert wanted to point out that he and his neighbors want this restaurant to be successful because it is definitely needed. Public hearing then closed.

 - B. **Review & take action:** 1601 East Gate Drive--Brian stated applicants the proposed outside entertainment area will be moved to an upper 743 sq ft upper patio for dining & music, which is closer to road. The chef, Chris Ghobrial for Silver Moon reassured residents their concerns would be listened to and music would not be overly loud and more relaxing, softer music with service for meals ending at 9pm. Krueger reminded residents the level of noise & lighting are governed by city ordinance. Motion to approve by Berg, seconded by Kneser to approve the Conditional Use Permit for the outdoor commercial entertainment activity area between 7am to 10pm and only when the indoor entertainment activity is open.

 - C. **Public Hearing:** 1200 N 4th Street—request for a Conditional Use Permit (CUP) for Outdoor Display under Section 550-52D.No Comments heard from the public.

 - D. **Review & take action:** 1201 N 4th Street--Brian stated this applicant meets the requirements for this CUP, however he would recommend that a pavement marking be installed on the pavement around the display area of 10 ft so as to separate from the traffic circulation and parking. Carrie Heebsh was agreeable to the city's request. Kneser moved to approve the CUP with condition that pavement markings be put down to make

clear the area for U Haul business, which was seconded by Berg and approved unanimously.

- E. **Public Hearing:** 672 Johnson Street—Request for a Conditional Use Permit (CUP) for a Group Daycare under Section 550-30B(2)(k). Jennifer Bakke spoke in favor of the CUP stating as a board member for the Greater Watertown Community Health Foundation how excited they were to have a partnership with Gingerbread Daycare at their facility. Public hearing closed.
- F. **Review and take action:** 672 Johnson Street: It was noted that there was a previous daycare at this location which had gone through the Plan Commission and approved in April of 2023 and operated by the Collective. Gingerbread Daycare will have 12 to 15 employees, operate during the hours of 6:30am to 5:30pm and has will have 105 slots for children to attend. This site meets the current land use criteria for daycare. Motion made to approve this CUP for a Group Daycare under Section 550-30B(2)(k), which was seconded by Beyer, with no conditions. Alderperson Berg commented how excited he was to have this beautiful facility being used again for what it was intended for, and with a need being satisfied where the demand for this service is so great. Mayor Stocks then called for a voice vote which was unanimous.
- G. **Review and take action:** 1018 S Fifth Street Site Plan Review: Mayor Stocks pointed out this proposal went thru Site Plan Review and was approved for constructing a light industrial building totaling 4,980 sq ft, consisting of two units and one or two tenants. The CSM creating this parcel was approved by the Plan Commission in December of last year. The Fire Department is requiring fire extinguishers in each unit and he noted there is a need for erosion & stormwater permits to be issued along with the driveway and parking areas to be paved. However, for this approval to be issued, erosion and stormwater permits are a condition that must be satisfied. Kneser moved to approve this project with the condition of erosion and stormwater permits, seconded by Krueger. Krueger then commented that he was questioning the need for erosion control next to the railroad tracks and the cost to this business and property owner to incur that cost. Brian agreed to look at this requirement and be sensitive to the business and owner’s costs to satisfy this requirement. Mayor Stocks then took a voice vote with all members in approval.

All materials discussed at this meeting can be found at: https://files-backend.assets.thrillshare.com/documents/asset/uploaded_file/5330/Cow/8de69df8-b9d8-437b-81ed-560568327e4c/April-27%2C-2026-Plan-Commission-Meeting-Packet.pdf?disposition=inline.

4. Adjournment

A motion to adjourn at 5:06pm was made by Kneser, seconded by Krueger and passed unanimously.

Respectfully submitted
Alderperson Ken Berg

NOTICE OF PUBLIC HEARING

In accordance with Wis. Stat. § 62.23(7)(de) and Section § 550-142E(1) of the City of Watertown Municipal Code, a notice is hereby given by the Plan Commission of the City of Watertown, Wisconsin, that a public hearing will be held on the 11th day of May, 2026 at 4:30 P.M., or shortly thereafter, in the Council Chambers of the Municipal Building, 106 Jones Street, Watertown, Wisconsin.

This public hearing will be to consider the request of Robert & Tracy Johnson (applicants and owners) for a Conditional Use Permit for an accessory structure exceeding a total of 1,000 square feet under Section §550-56C(1)(b)[1] and exceeding the maximum height of 15 feet for an accessory structure under Section §550-83C.

504 Brookstone Way is zoned SR-4, Single-Family Residential, and is further described as follows:

Lot 113, Brookstone Ridge – Phase IV, City of Watertown, Jefferson County, Wisconsin.
(Parcel Number 291-0815-0532-017)

All persons wishing to be heard are invited to be present. Written comments may be submitted to the Building, Safety, & Zoning Department at nzimmerman@watertownwi.gov.

CITY OF WATERTOWN
Brian Zirbes
Planning & Zoning Administrator

BZ/nmz

PUBLISH: April 27, 2026
and
May 4, 2026

(BLOCK AD)

Comments to be read into record for 504 Brookstone Way Public Hearing:

-I'm OK with this for Johnsons. – Kathleen Evans, 515 Brookstone Way, Watertown, WI 53094



BUILDING SAFETY & ZONING DIVISION PLAN COMMISSION STAFF REPORT

TO: Plan Commission
DATE: May 11th, 2026
SUBJECT: 504 Brookstone Way, Conditional Use Permits - CUPs

A request by Robert and Tracy Johnson for two Conditional Use Permits: a combination of accessory structures exceeding a total of 1,000 square feet of gross floor area and exceeding the maximum height of an accessory structure. Parcel PIN(s): 291-0815-0532-017

SITE DETAILS:

Acres: 0.88 acres
Current Zoning: Single-Family Residential (SR-4)
Existing Land Use: Single-Family Home
Future Land Use Designation: Single-Family Residential

BACKGROUND AND APPLICATION DESCRIPTION:

The applicant is seeking approval of two Conditional Use Permits (CUPs) to allow for construction of a garage. The proposed garage will replace two existing garden sheds and will be vinyl sided to match the house. The garage is being proposed to the west of the existing house.

The first CUP request is to exceed the 1,000 sq ft maximum for accessory structures on the property. The applicant plans to construct a new 1,280 SF garage (32' x 40'). In addition, the property contains two existing sheds of approximately 160 SF each and an existing attached garage of approximately 530 SF. The existing sheds will be removed after the proposed new garage is constructed. With the removal of the existing sheds, the construction of the proposed new garage combined with the square footage of the existing attached garage will result in a total square footage of accessory structures of approximately 1,810 SF.

The second CUP request is to exceed the maximum height requirements for accessory structures. Within the Single-Family Residential (SR-4) Zoning District, the maximum allowed height of an accessory structure is 15 feet. The maximum height of the proposed garage would be 24ft high at the roof peak. A CUP granted for a height exception is required to specifically state the maximum permitted height of the proposed building or structure.

STAFF EVALUATION:

Land Use and Zoning:

1. Within the Single-Family Residential (SR-4) Zoning District, a 'Residential Accessory Structure' is an accessory land use permitted by right [per § 550-24C(1)(b)].
2. Within Accessory Land Uses, applicable regulations are detailed for a 'Residential Accessory Structure' [per § 550-56C].

Applicable regulations for a 'Residential Accessory Structure' land use include the following:

- o A **conditional use permit** is required for:
 - Any combination of 'Residential Accessory Structures' that exceeds 1,000 square feet of gross floor area [per § 550-56C(1)(b)[1].
- 3. Within the Single-Family Residential (SR-4) Zoning District, the maximum allowed height of an accessory



BUILDING SAFETY & ZONING DIVISION
PLAN COMMISSION STAFF REPORT

structure 15 feet. [per § 550-24F(2)(i)].

4. Exceptions to Maximum Height Regulations are allowed under Section § 550-83 B & C:

C. Any building or structure not otherwise accounted for by Subsection B above may exceed said maximum height regulations with the granting of a **conditional use permit** which specifically states the maximum permitted height of the proposed building or structure.

5. Building height for structures are defined under Section § 550-15:

Building Height:

The vertical distance from the lowest elevation of the adjoining ground level or the established grade, whichever is lower, to the top of the cornice of a flat roof, to the decline of a mansard roof, to a point of the roof directly above the highest wall of a shed roof, to the uppermost point on a round or other arch-type roof, or to the midpoint distance of the highest gable on a pitched or hip roof. Unless excepted by specific provisions in this chapter, building height includes the height of any structures attached to a building.

WISCONSIN STATUES:

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.

PLAN COMMISSION DECISION:

Residential Accessory Structure CUP Criteria	Applicant Provided Substantial Evidence		Opponent Provided Substantial Evidence		PC Finds Standards Met	
	Yes	No	Yes	No	Yes	No
A conditional use permit is required for any combination of 'Residential Accessory Structures' that exceeds 1,000 square feet of gross floor area.	<u>Yes</u>	No	Yes	<u>No</u>	<u>Yes</u>	No
A conditional use permit is required to exceed the maximum building height regulations.	<u>Yes</u>	No	Yes	<u>No</u>	<u>Yes</u>	No

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



BUILDING SAFETY & ZONING DIVISION
PLAN COMMISSION STAFF REPORT

PLAN COMMISSION OPTIONS:

The following are possible options for the Plan Commission:

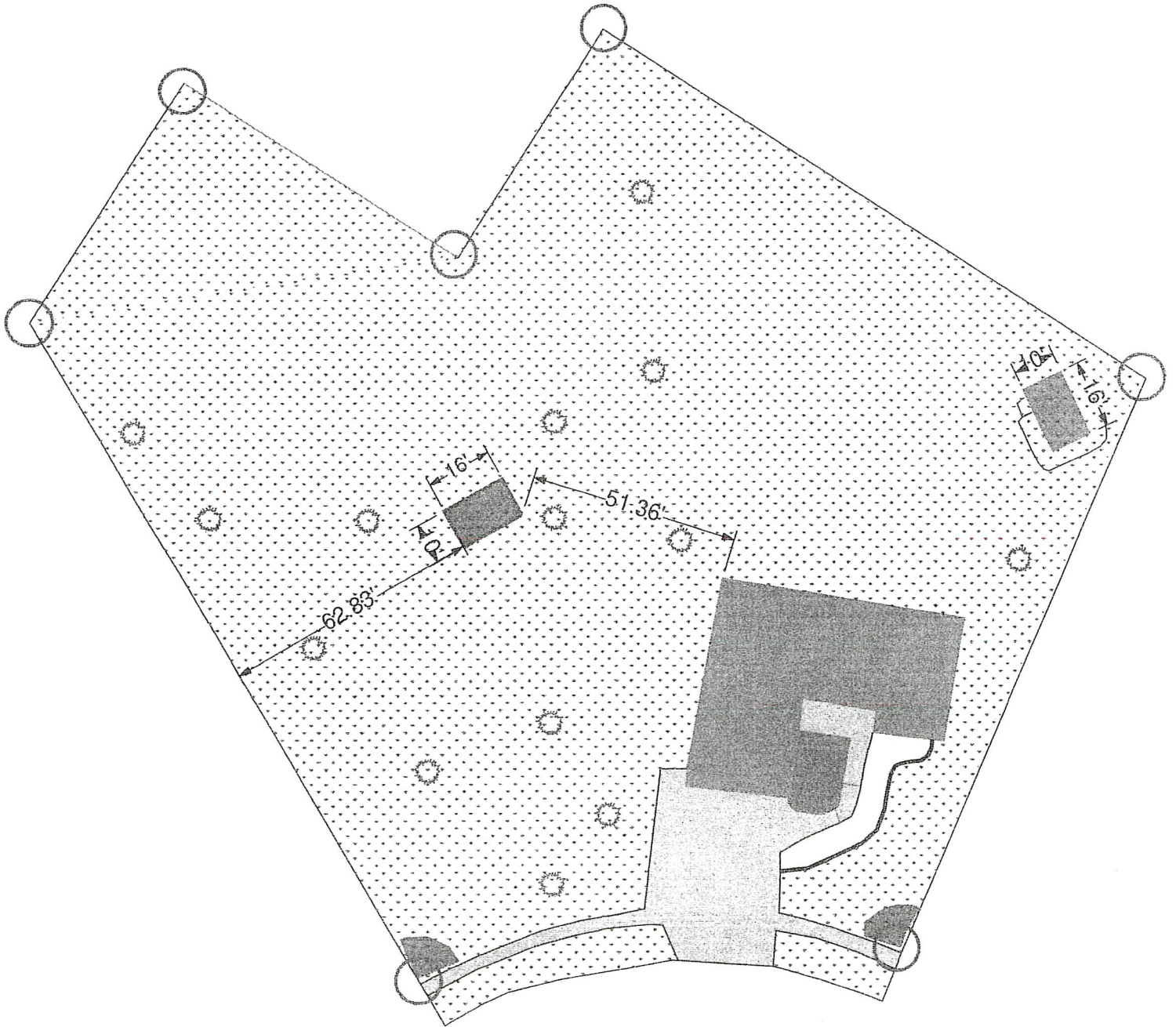
1. Deny any or all of the three Conditional Use Permit, based on failure to provide substantial evidence to meet one or more of the regulatory standards.
2. Approve any or all of the Conditional Use Permits without conditions, based on successfully providing substantial evidence of regulatory compliance.
3. Approve any or all of the Conditional Use Permits with conditions as identified by the Plan Commission:
 - a. The CUP granted under § 550-83C shall state: The maximum height of the accessory structure (storage shed) shall be no more than 25ft at the roof peak.

STAFF RECOMENDATION:

- Staff recommends approval of these two Conditional Use Permits with conditions.

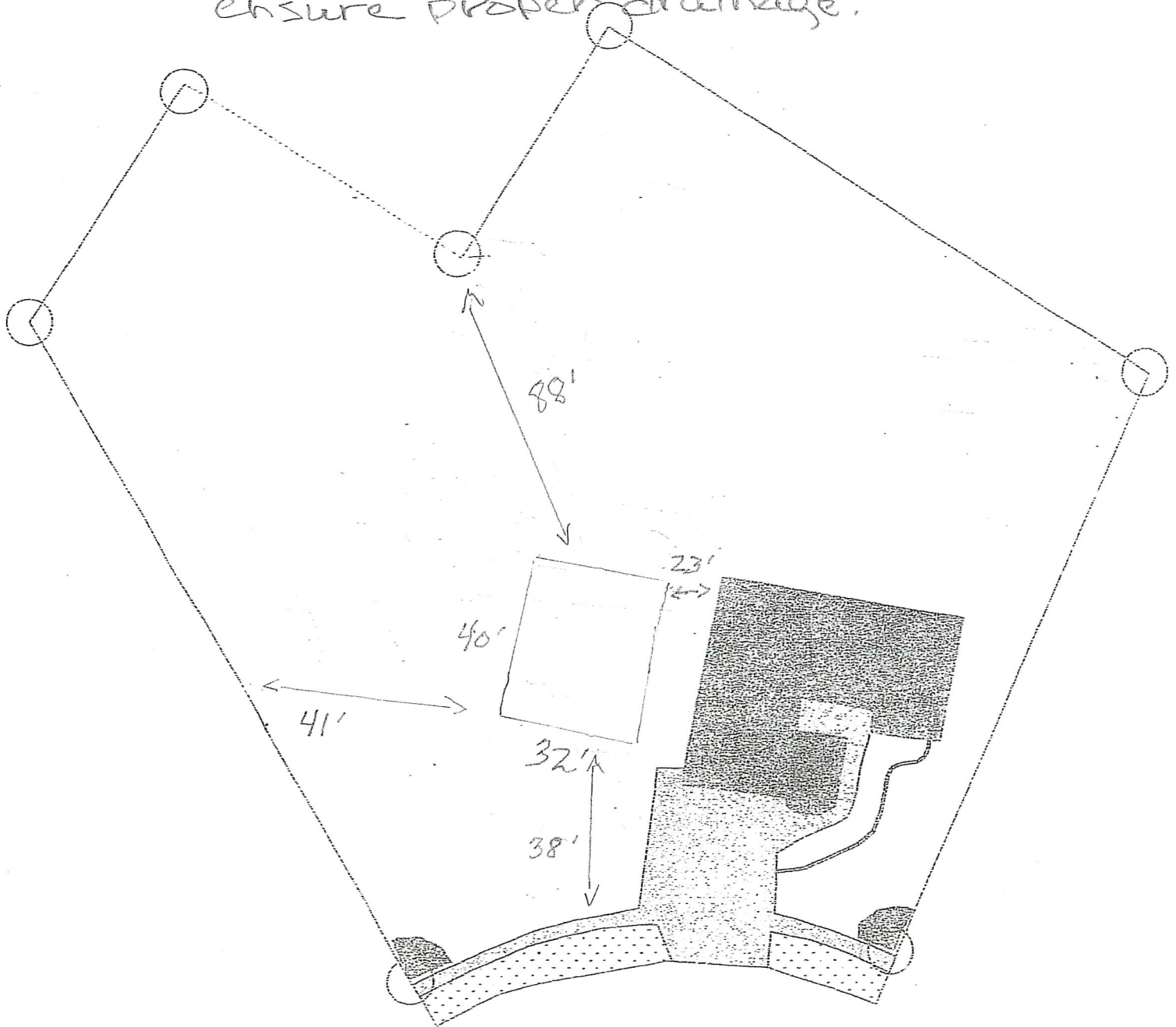
ATTACHMENTS:

- Application materials.



Remove Existing Sheds
Upon Garage Completion

Approximations given below may be slightly altered based on grading and excavation to ensure proper drainage.

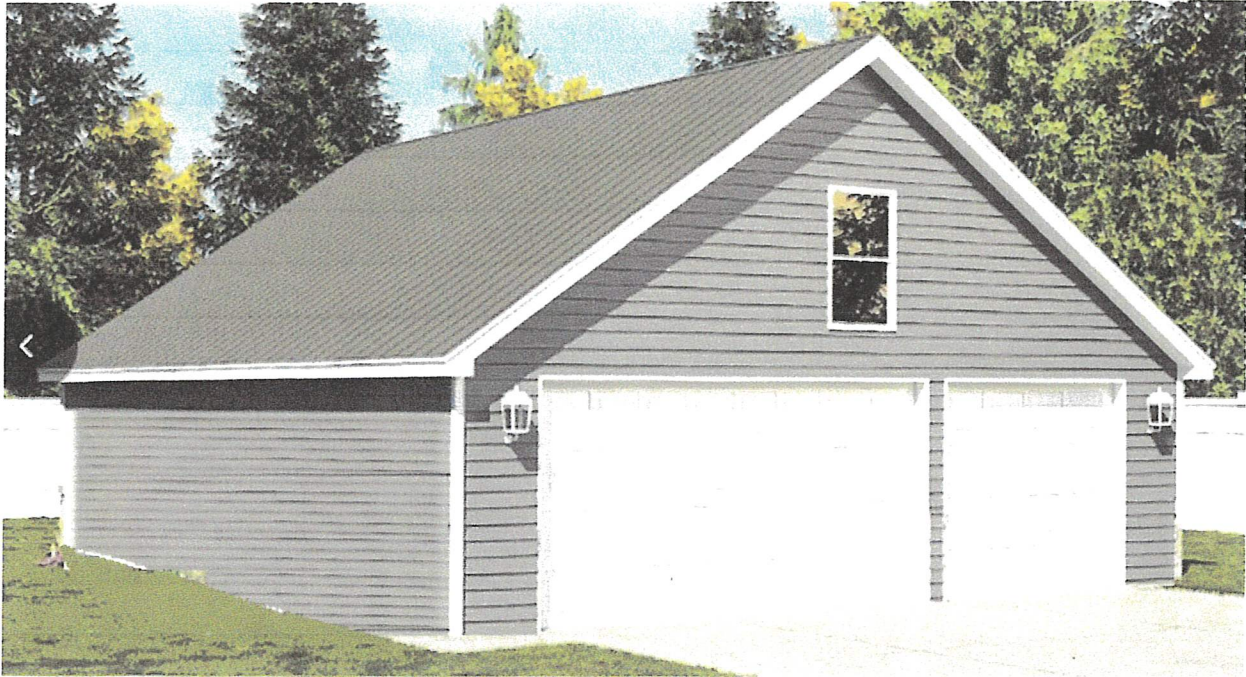


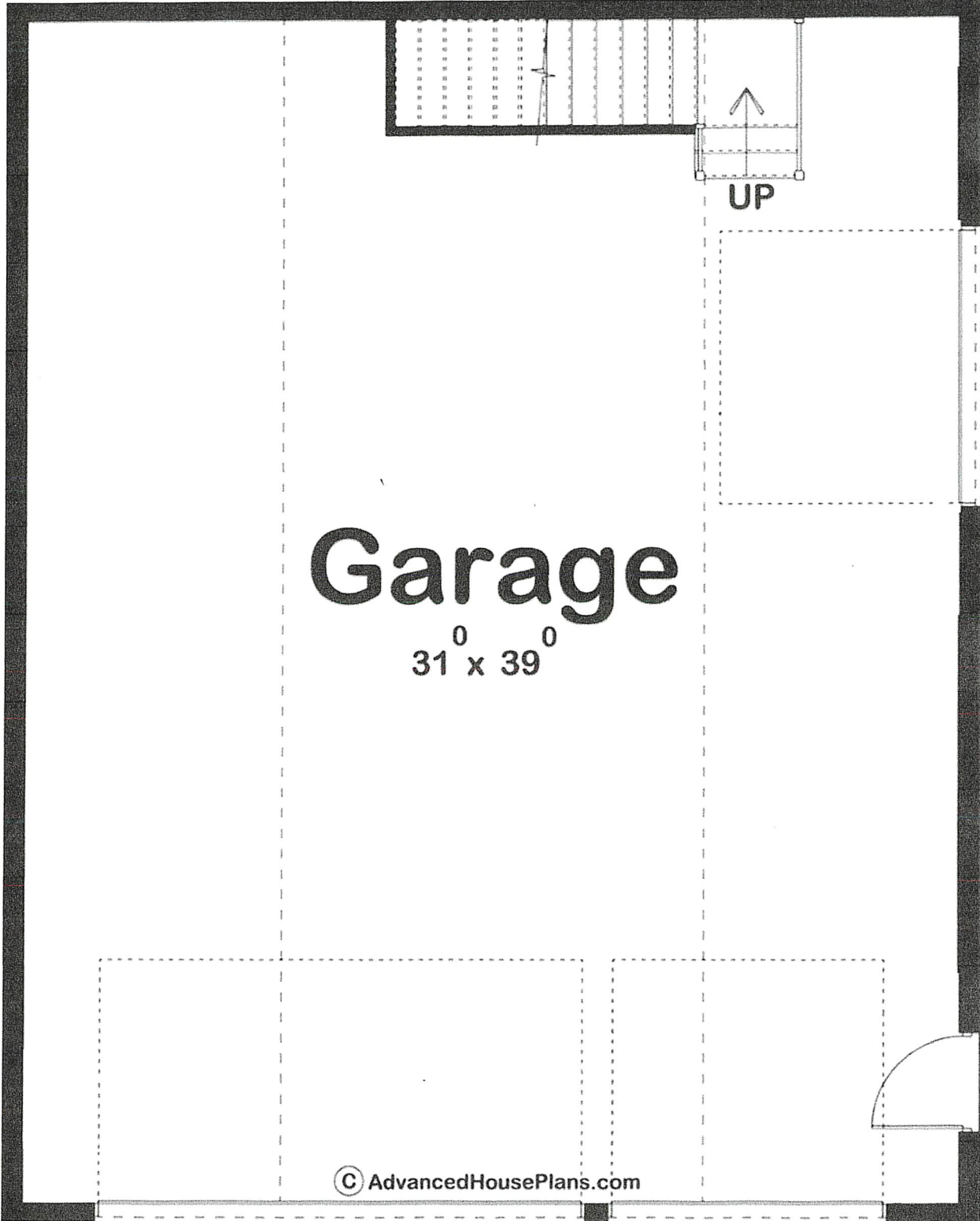
Proposed Garage

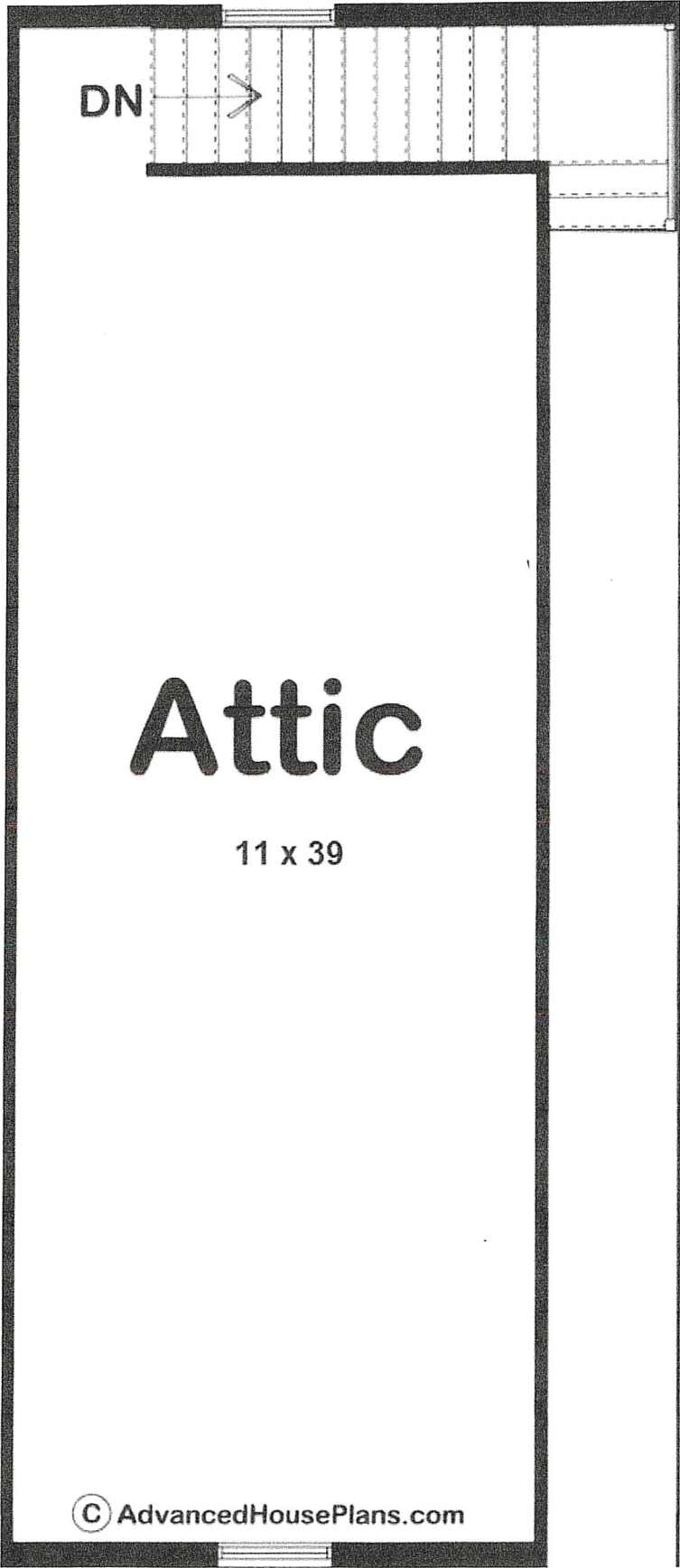
32' x 40'

Approximate Height 24'

Picture (approx rendering)







AMERICAN GARAGE BUILDERS

Patrick Anderson

608-314-4600

Robert Johnson

04/07/2026

RE: Revised Estimate for a new 32'x40' detached garage, with attic storage 11' x 39'

Concrete Construction:

- Excavate and haul out materials as well as dumping fees, backfill and finish grades as discussed on 4/7/26.....make ready for top soil and seed..
- Install 32'x 40' monolithic reinforced floating slab 4" thick, with 3 1/2" raised curb, compacted stone base, six bag mix concrete rated at 4000psi, saw cut and/or tooled expansion joints.
- Includes all site-prep, excavation and fill.
- Ready-mix trucks and gravel trucks are allowed onto property.

Garage Construction:

- 9' Walls with Premium Quality 2 x 4 Studs 16" o.c.
- 2"x4" Treated Bottom Plate with 1/2" expansion anchors and Double Top Plates.
- 4/4 Mastic Ovation Siding color ~~light grey~~ ^{Natural Slate} White Aluminum Fascia & White Vinyl Vented Soffit and drip edge.
- 7/16" OSB Structural Wall Sheathing and building wrap.
- GAF Shingles with Lifetime Warranty and 15# ASTM Felt Paper, color Birchwood.
- 12" Eave Overhangs and 12" Gable Overhangs.
- 7/16" OSB Roof Sheathing with Steel H-Clips to allow expansion.
- 8/12 pitch Engineered Attic Trusses with Hurricane Anchors.
- 8/12 Engineered Storage Trusses 16" o.c. with Hurricane Anchors.
- Provide 4' opening in back of garage and install staircase.

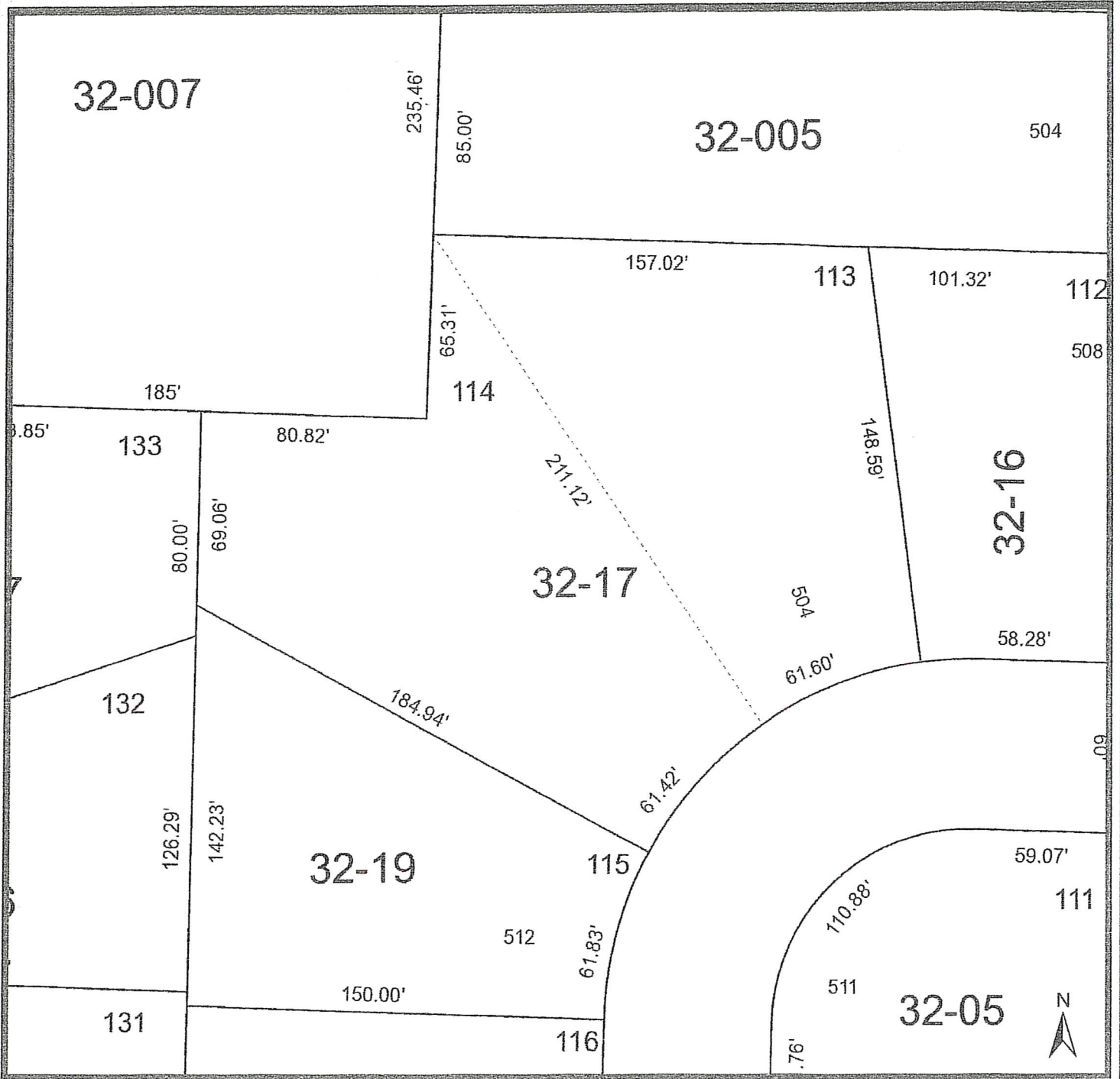
- Install 3/4" OSB in Attic floor.
- (1) 16' x 8' Clopay #4050, Raised Panel Steel Insulated Overhead Garage Doors with vinyl backing.
- (2) 9' x 8' Clopay #4050, Raised Panel Steel Insulated Overhead Garage Doors with vinyl backing.
- (2) Garage Door Opener with keyless entry and one remote. Third door with slide lock.
- (2) 24"X24" Insulted windows, sliders with locks and removable screens.
- Ridge Vent for attic ventilation.
- All Overhead Door and Service Door Jam trim in white
- All construction debris to be removed from building site.
- (1) 3' x 6'8" Raised Panel Steel Service Door with Knob Lock and Two Keys and deadbolt.
- Includes all materials, permits, labor and construction expediting.

Exclusions:

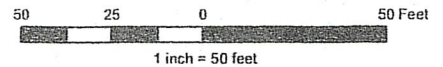
- Does not include any electrical work or interior finishing.
- Does not include any survey, engineering mapping that maybe required.
- Does not include any removing of trees or grinding any tree stumps
- Does not include locating or moving any overhead or underground utilities.

Jefferson County Land Information

Section 3, Item B.



- Municipal Boundaries
- Road Right of Ways
- Streams and Ditches
- Parcel Lines**
- Property Boundary
- Section Lines
- Old Lot/Meander Lines
- Surface Water
- Rail Right of Ways
- Map Hooks
- Tax Parcels









Jefferson County Geographic Information System


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. Jefferson County makes no warranty whatsoever concerning this information.

Printed on: March 18, 2018

Author: Public Us



	Municipal Boundary		Addresses
	Parcels Boundaries		Address Labels
	Common Areas		Parcel Acreage



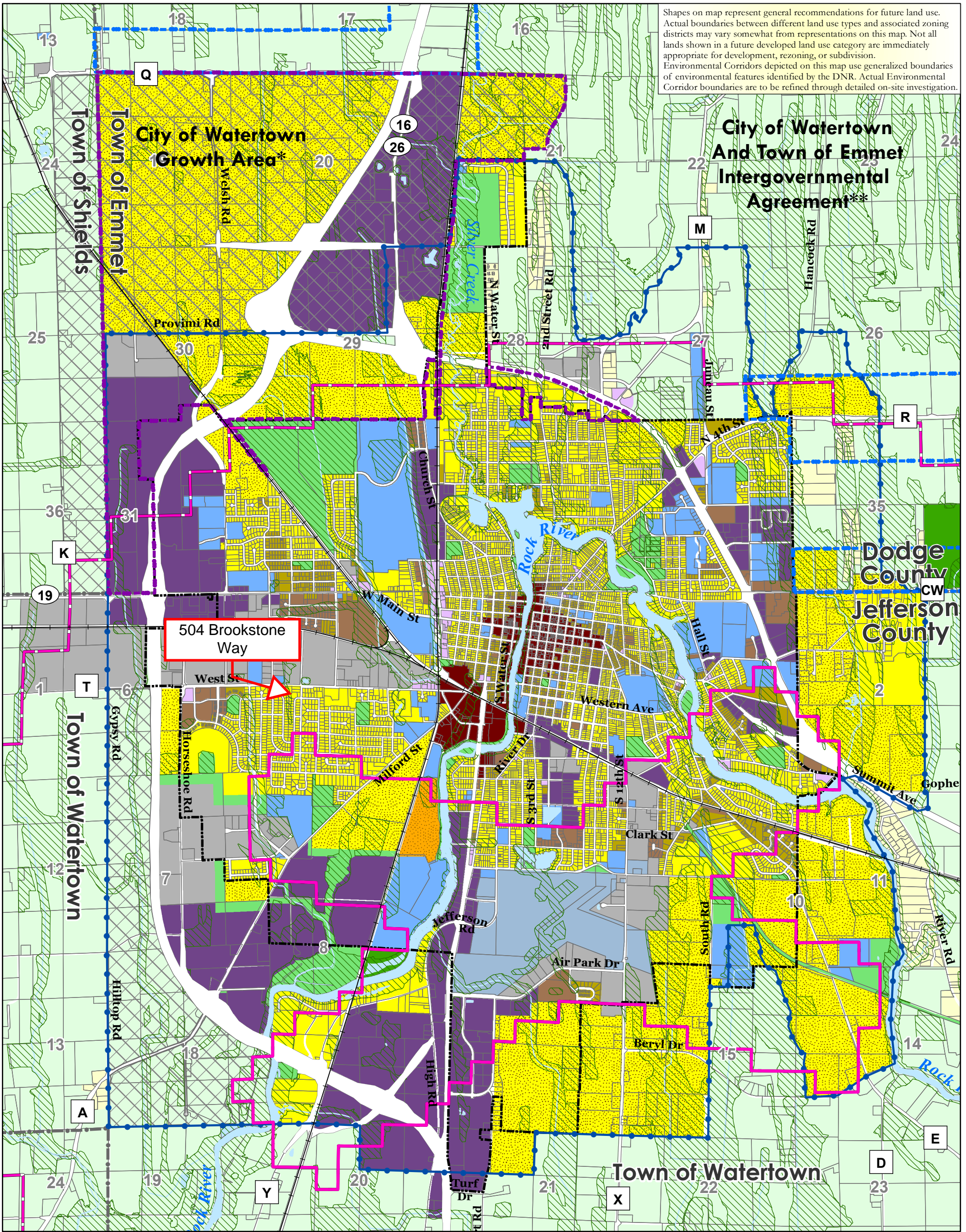
THE CITY OF WATERTOWN
Opportunity runs through it.

City of Watertown Geographic Information System

Scale: 1:1,510 Printed on: April 14, 2014
SCALE BAR = 1" Author:

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 interested inaccuracies occur during the compilation process. City of Watertown makes no warranty whatsoever concerning this information.

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Shapes on map represent general recommendations for future land use. Actual boundaries between different land use types and associated zoning districts may vary somewhat from representations on this map. Not all lands shown in a future developed land use category are immediately appropriate for development, rezoning, or subdivision. Environmental Corridors depicted on this map use generalized boundaries of environmental features identified by the DNR. Actual Environmental Corridor boundaries are to be refined through detailed on-site investigation.

**City of Watertown
And Town of Emmet
Intergovernmental
Agreement****

**Dodge
County
Jefferson
County**

Future Land Use Urban Area

Map 6b

- City/Town IGA**
- City Growth Area
- City Periphery Areas

- *Each "Planned Mixed Use Area" may include mix of:
1. Office
 2. Multi-Family Residential
 3. Mixed Industrial
 4. Commercial Services/Retail
 5. Institutional
 6. Parks & Recreation

- ***"Planned Neighborhoods" should include a mix of the following:
1. Single-Family - Sewered (predominant land use)
 2. Two-family Residential
 3. Multi-Family Residential
 4. Institutional
 5. Neighborhood Mixed Use
 6. Parks & Recreation

- ***Each "Riverside Mixed Use Area" may include mix of:
1. Office
 2. Single-Family - Sewered
 3. Two-Family Residential
 4. Multi-Family Residential
 5. Commercial Services/Retail
 6. Institutional
 7. Parks & Recreation

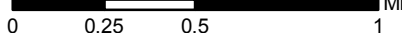
- City of Watertown
- Town Boundary
- Parcel
- Railroad
- Watertown Urban Service Area
- Watertown Long Range Growth Area

- Airport Height Limitations**
- Maximum Building Elevation b/t 865 and 968 ft
 - Maximum Building Elevation b/t 968 and 1005 ft

City of Watertown 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



Draft: August 7, 2019
Source: WisDNR, FEMA, City of Watertown, Dodge Co. LIO & Jefferson Co. LIO, V&A

VANDEWALLE & ASSOCIATES INC.
Shaping places. shaping change





BUILDING SAFETY & ZONING DIVISION
PLAN COMMISSION STAFF REPORT

TO: Plan Commission
 DATE: May 11th, 2026
 SUBJECT: 416 – 418 College Ave – Preliminary Certified Survey Map (CSM)

A request by Tracy Timm, to create a Certified Survey Map (CSM) within the City of Watertown. Parcel PIN(s): 291-0815-0414-104 & 291-0815-0414-112.

SITE DETAILS:

Existing Parcel(s) Acres: 0.13 acres and 0.15 acres.
 Proposed Lot Size(s): Lot 1 – 0.14 acres (6,010 SF) & Lot 2 – 0.12 acres (5,106 SF)
 Jurisdiction: City of Watertown

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to create a two-lot CSM to transfer a portion of land between two existing parcels. The proposed CSM will move the existing parcel line between the two parcels to the south. This adjustment will give each lot the required 50ft of frontage on College Ave and establish code compliant side yard setbacks of at least 8ft for both lots. The applicant is requesting this lot line adjustment to facilitate a planned addition and deck at 416 College Avenue.

The proposed CSM lots are located within the Airport Approach Protection Zone with a maximum elevation of 968 feet above mean sea level for all buildings and vegetation. A note indicating this elevation has been added to the CSM. The ROW for College Ave is adequate in this location. No ROW dedication is required.

PLAN COMMISSION OPTIONS:

The following possible options for the Plan Commission:

1. Deny the CSM.
2. Approve the CSM without conditions.
3. Approve the CSM with other conditions as identified by the City of Watertown Plan Commission:

STAFF RECOMMENDATION:

- Staff recommends approval of the CSM.

ATTACHMENTS:

- Application materials.

Plan Commission,

When I purchased my home over 20 years ago I always dreamed of a new kitchen. I love my home and my neighborhood, and as I've aged, I recognize some additional upgrades that will make life more enjoyable here.

Along the path to this dream, I came to see that the addition to my home would look better if I could acquire some square footage from my neighbors toward the back/side of my lot. We realized this was also a great opportunity to fix some other lot line issues for both properties.

My proposal addresses the frontage for the 418 College Ave. lot, the setbacks for both the 416 and 418 lots between the houses and allows for the extra square footage to bring my dream addition into reality.

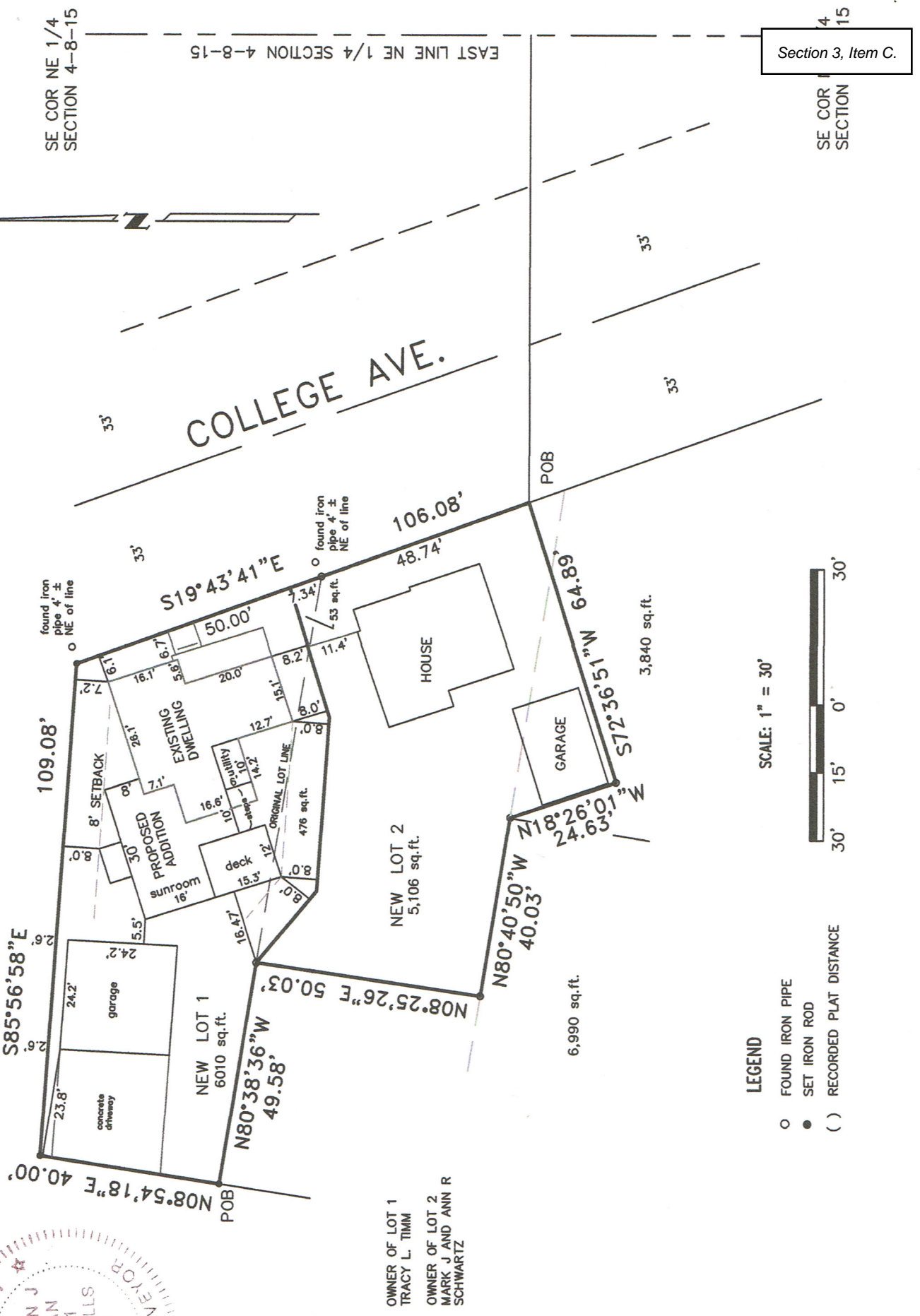
I appreciate your time in considering my proposal.

Sincerely
Traug Timm

PRELIMINARY CERTIFIED SURVEY MAP



LOTS 1 AND 2 HAVE AN AIRPORT APPROACH PROTECTION ZONE ELEVATION OF 968 FEET ABOVE MEAN SEA LEVEL FOR ALL BUILDINGS, STRUCTURES, AND OBJECTS OF NATURAL GROWTH, WHETHER OR NOT SUCH BUILDINGS, STRUCTURES OR OBJECTS OF NATURAL GROWTH ARE IN EXISTENCE.



OWNER OF LOT 1
TRACY L. TIMM

OWNER OF LOT 2
MARK J AND ANN R
SCHWARTZ

LEGEND

- FOUND IRON PIPE
- SET IRON ROD
- () RECORDED PLAT DISTANCE

SCALE: 1" = 30'

SE COR NE 1/4 SECTION 4-8-15

EAST LINE NE 1/4 SECTION 4-8-15

SE COR SECTION 4-15

Section 3, Item C.

PLAT OF SURVEY -OF-

LOT 4, BLOCK 6 OF LR CADY'S ADDITION EXCEPTING THEREFROM THE FOLLOWING LANDS. COMMENCE AT THE NORTHWEST CORNER OF SAID LOT 4; THENCE SOUTH 10 FEET; THENCE NORTHEASTERLY TO THE NORTHEAST CORNER OF SAID LOT 4; THENCE WEST TO THE PLACE OF BEGINNING. SAID LANDS BEING IN THE CITY OF WATERTOWN, JEFFERSON COUNTY, WISCONSIN.

SURVEY ADDRESS: 416 COLLEGE AVENUE
SURVEY FOR: TRACY L. TIMM

LEGEND

- FOUND IRON PIPE
- SET IRON ROD
- () RECORDED AS
- ⦿ FOUND IRON ROD

SCALE: 1" = 20'

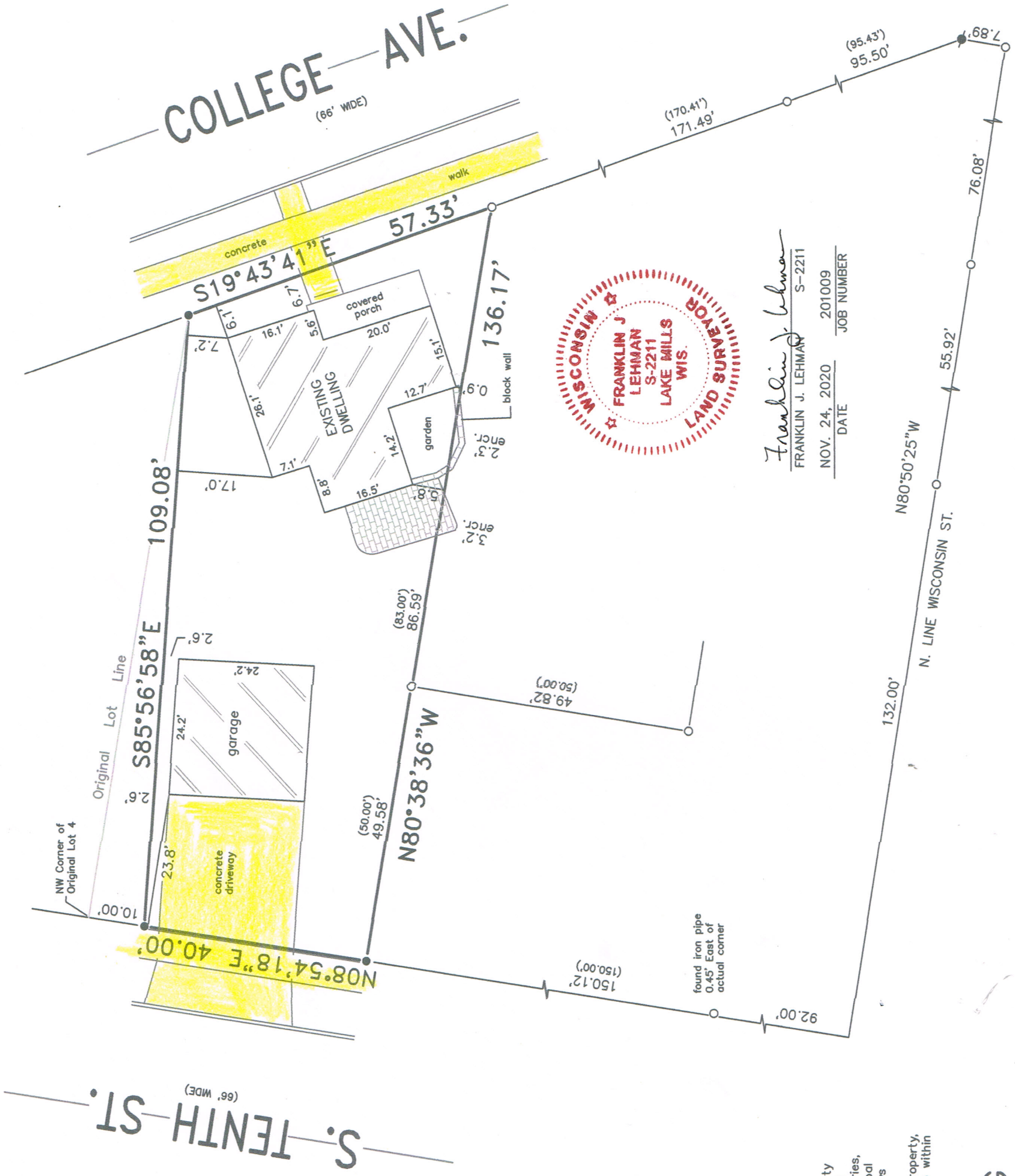


I hereby certify that I have surveyed the above described property and that the above map is a correct representation thereof and shows the size and location of the property, its exterior boundaries, the location of all visible structures and dimensions of all principal buildings thereon, boundary fences, 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



Section 3, Item C.



	Municipal Boundary		Addresses
	Parcels Boundaries		Address Labels
	Common Areas		Parcel Acreage

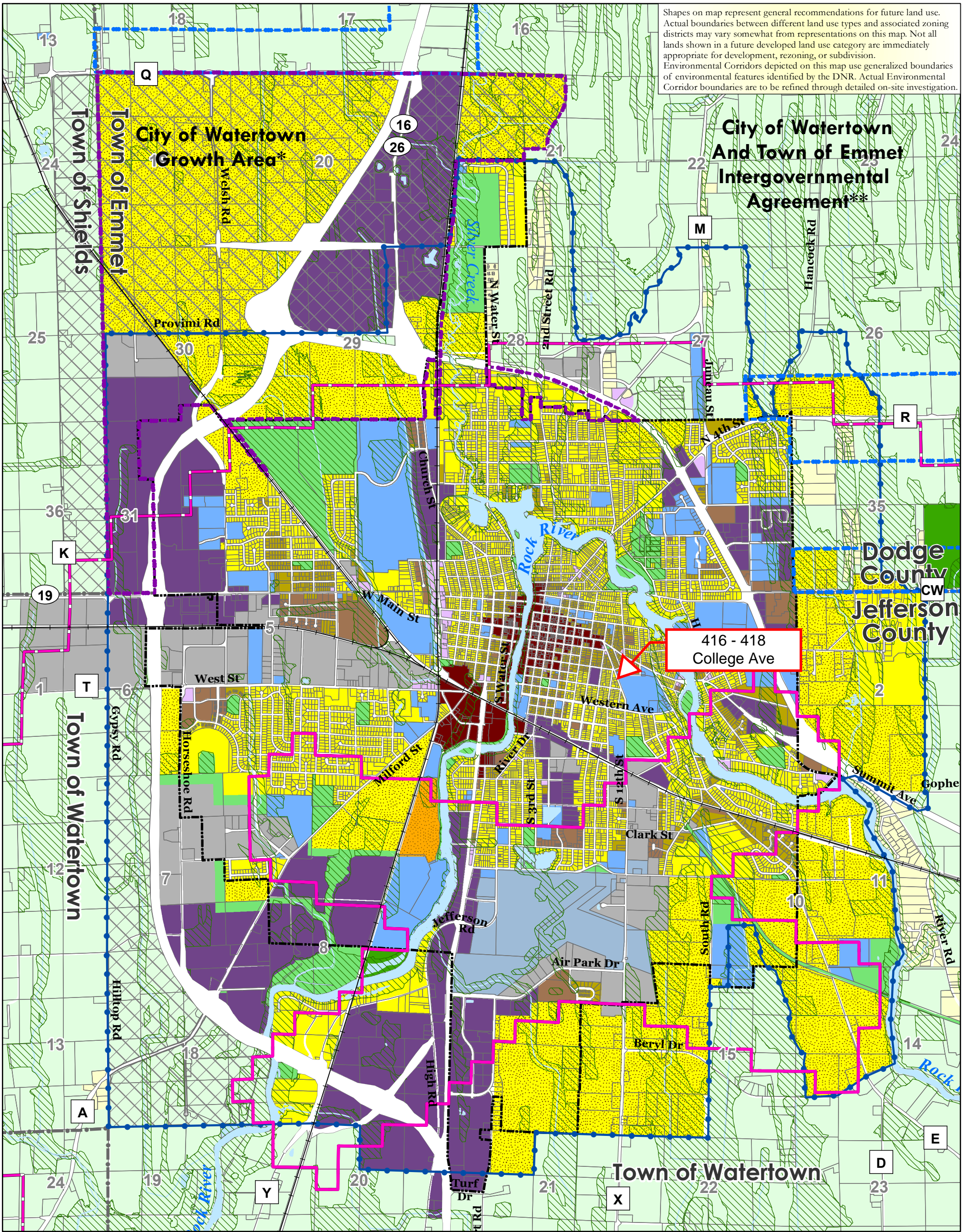


THE CITY OF WATERTOWN
Opportunity runs through it.

City of Watertown Geographic Information System

Scale: 1:906 Printed on: May 4, 2022
SCALE BAR = 1" Author: 25

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 interested inaccuracies occur during the compilation process. City of Watertown makes no warranty whatsoever concerning this information.



Shapes on map represent general recommendations for future land use. Actual boundaries between different land use types and associated zoning districts may vary somewhat from representations on this map. Not all lands shown in a future developed land use category are immediately appropriate for development, rezoning, or subdivision. Environmental Corridors depicted on this map use generalized boundaries of environmental features identified by the DNR. Actual Environmental Corridor boundaries are to be refined through detailed on-site investigation.

**City of Watertown
And Town of Emmet
Intergovernmental
Agreement****

**Dodge
County
Jefferson
County**

**416 - 418
College Ave**

Future Land Use Urban Area

Map 6b

- City/Town IGA**
- City Growth Area
- City Periphery Areas

- *Each "Planned Mixed Use Area" may include mix of:
1. Office
 2. Multi-Family Residential
 3. Mixed Industrial
 4. Commercial Services/Retail
 5. Institutional
 6. Parks & Recreation

- ***"Planned Neighborhoods" should include a mix of the following:
1. Single-Family - Sewered (predominant land use)
 2. Two-family Residential
 3. Multi-Family Residential
 4. Institutional
 5. Neighborhood Mixed Use
 6. Parks & Recreation

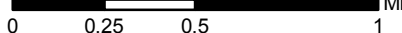
- ***Each "Riverside Mixed Use Area" may include mix of:
1. Office
 2. Single-Family - Sewered
 3. Two-Family Residential
 4. Multi-Family Residential
 5. Commercial Services/Retail
 6. Institutional
 7. Parks & Recreation

- City of Watertown
- 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

- 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



Draft: August 7, 2019
Source: WisDNR, FEMA, City of Watertown, Dodge Co. LIO & Jefferson Co. LIO, V&A

VANDEWALLE & ASSOCIATES INC.
Shaping places. shaping change





**BUILDING SAFETY & ZONING DIVISION
PLAN COMMISSION STAFF REPORT**

TO: Plan Commission
DATE: May 11th, 2026
SUBJECT: N7699 Switzke Road - Extraterritorial Certified Survey Map (CSM)

A request by Patrick Kleinsteiber to create a three lot Certified Survey Map (CSM) within the City of Watertown 3-mile extraterritorial plat review jurisdiction. Parcel PIN(s): 032-0815-3322-000

SITE DETAILS:

Parent Parcel Acres: 29.70 acres.

Proposed Lot Size(s): Lot 1 – 2.0 acres (87,120 S.F.), Lot 2 – 2.0 acres (87,120 S.F.) & Lot 3 – 2.0 acres (87,120)

Jurisdiction: Town of Watertown

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to create a three-lot Certified Survey Map with access to Switzke Road. The purpose of the land division is to create three residential lots.

STAFF EVALUATION:

The proposed CSM lots are located within the Airport Approach Protection Zone with a maximum elevation of 1,000 feet above mean sea level for all buildings and vegetation. A note indicating this elevation has been added to the CSM. Switzke Road is not identified in the 2019 City of Watertown Comprehensive Plan as requiring an expanded ROW. The existing 66ft ROW is sufficient and the CSM will dedicate the eastern 33ft of that ROW.

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 Plan Commission:
 - Correct the signature page on the CSM to include the correct signature lines.

STAFF RECOMMENDATION:

- Staff recommends approval of the CSM with conditions.

ATTACHMENTS:

- Application materials.

JEFFERSON COUNTY PRELIMINARY REVIEW FOR CERTIFIED SURVEY

A Division of land located in the NW 1/4 of the NW 1/4 of Section 33, Township 8 N, Range 15 E, Town of Watertown, Jefferson County, Wisconsin, on Parcel Number 032-0815-3322-000

Owners: Patrick R Kleinsteiber
Diane J Kleinsteiber
Trevor Kleinsteiber
Address: N7699 Switzke Road
Watertown, WI 53094
Phone: 920 285-5748

Date Submitted: _____
Revised: _____

Surveyor: **SOUTHWEST**
SURVEYING & ASSOCIATES, Inc.
W1065 COUNTY ROAD CI, HELENVILLE, WI. 53137
262-495-4910
920-674-4884

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 to be Divided:
Create three 2.0± Acres A-3 zoned rural residential parcels.



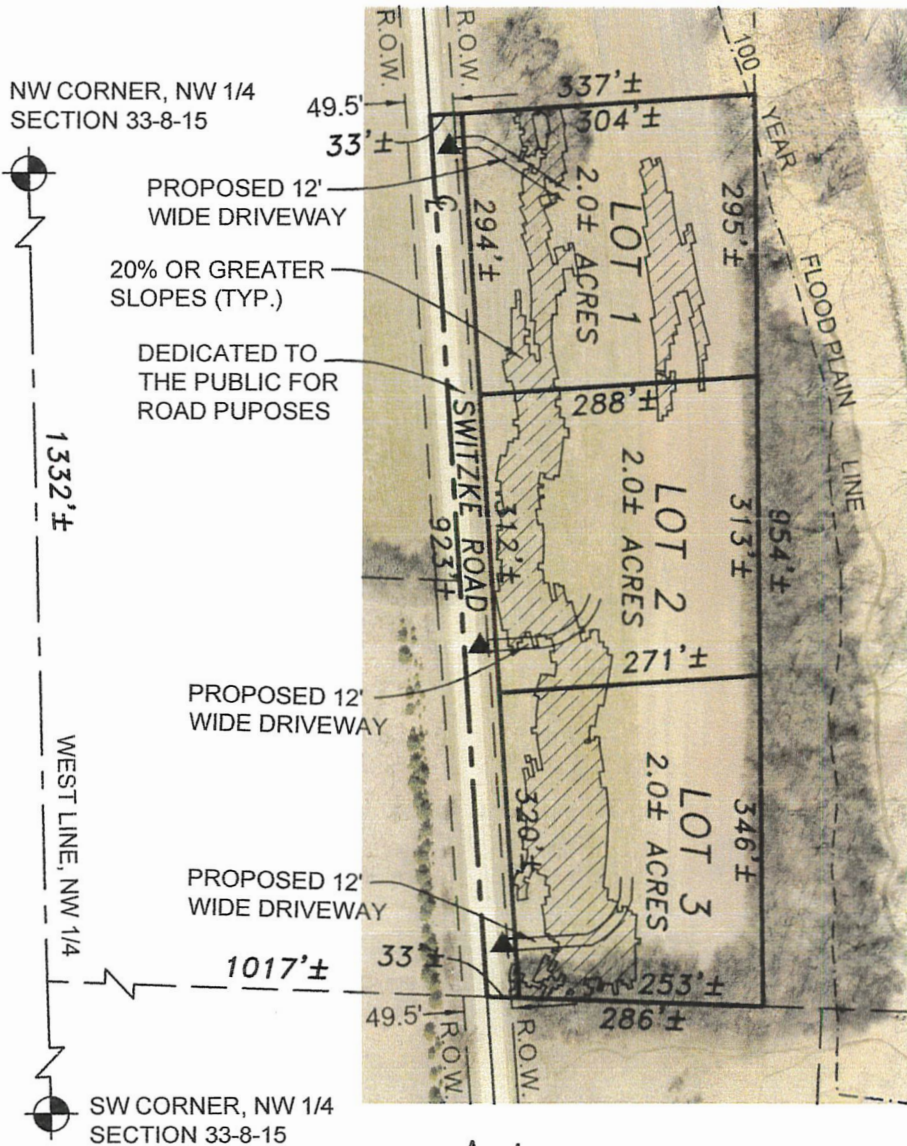
In addition to the info required by Sec 236.34 of State Statutes, Sec. 15.04(f) of the Jefferson County Land Division/Subdivision Ordinance requires that the following be shown:

- Existing buildings, watercourses, drainage ditches 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.

GRAPHIC SCALE



(IN FEET)



NOTES: 999
Lot 1 has an Airport Protection Zone elevation limit of 1000 feet above sea mean level for all buildings, structures and objects of natural growth; whether or not such buildings, structures and objects of natural growth are in existence.

This map was compiled from public data supplied by the Jefferson County Land Information Department and is not a substitute for an actual 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.

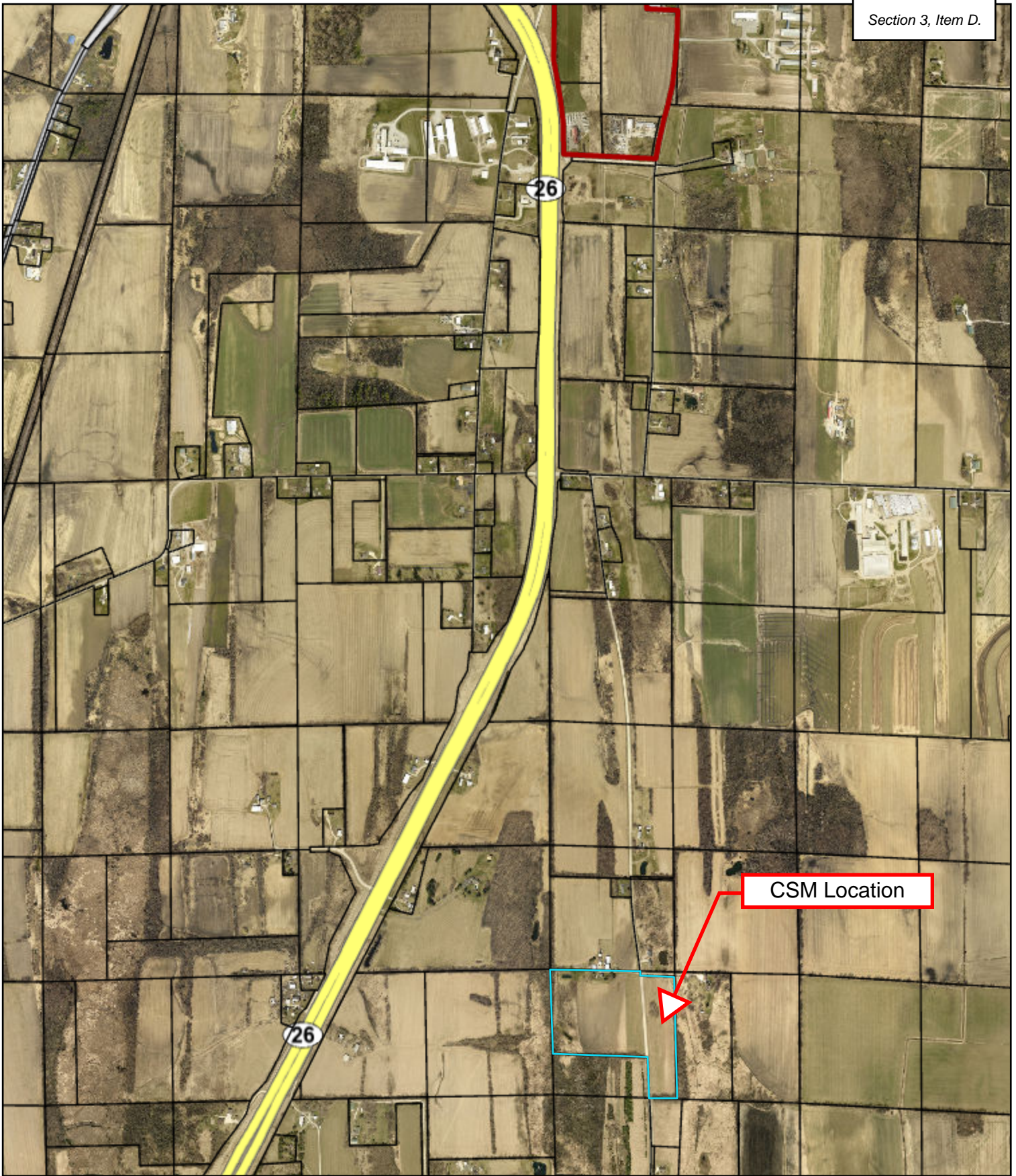
LEGEND





▲ PROPOSED ACCESS


Town Board Approval _____
 (Includes Access Approval If Applicable)
 County Highway Approval _____
 (If Applicable)
 Extraterritorial Approval _____
 (If Applicable)
 County Surveyor Approval _____
 Zoning Office Approval _____

Date: 4-29-26
 Date: _____
 Date: _____
 Date: _____
 Date: _____

SHEET 1 OF 1
DATE: March 4, 2026
JOB NO: K-226108



	Municipal Boundary		Common Areas
	Parcels Boundaries		City of Watertown 3 Mile Jurisdiction



THE CITY OF WATERTOWN
Opportunity runs through it.

City of Watertown Geographic Information System

Scale: 1:16,398 Printed on: May 4, 2011
 SCALE BAR = 1" Author:

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