



**SITE PLAN REVIEW COMMITTEE MEETING AGENDA**

**MONDAY, FEBRUARY 27, 2023 AT 1:30 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): 1 877 309 2073 Access Code: 394-699-477 or <https://meet.goto.com/394699477>

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 February 13, 2023

**3. BUSINESS**

A. Review and take action: 713 Milford Street – Proposed youth crisis mental health facility

**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**  
**February 13, 2023**

*Section 2, Item A.*

The Site Plan Review Committee met on the above date at 1:30 P.M. in the Council Chambers on the second floor of City Hall. The following members were present: Brian Zirbes of Building, Safety & Zoning; Jeff Meloy of the Police Department; Kristine Butteris of Parks, Recreation & Forestry; Tim Hayden of the Water Department; Maureen McBroom of Stormwater Utility and Engineering; Anthony Rauterberg of the Fire Department; and Stacy Winkelman of the Street Department. Also in attendance were Jerimie Sanders, Crystal McDaniels, and Dean Landowski.

**1. Call to Order**

The meeting was called to order by Chairperson Brian Zirbes.

**2. Review and approve Site Plan Review Committee Minutes Dated January 23, 2023**

Motion was made by Kristine Butteris and seconded by Tim Hayden to approve the January 23, 2023 Site Plan Review minutes as submitted. Unanimously approved.

**3. Review and take action: 210 S. Water Street – Proposed BBQ Restaurant**

The applicants were present to describe the proposed request. This is a faith-based business specializing in Midwest, southern style barbeque & cuisine. Bringing good nature, good style to Watertown. They are proposing to use the facility at 210 S. Water St. Suite D. Since there are no similar restaurants in Watertown, they've decided to locate here. The prep time/smoking time may be 2:00 a.m – 11:00 a.m. Actual operation time for customers would be 11:00 a.m., Mon-Fri., off on Saturday and Sunday. The applicants would like to offer outdoor seating in addition to indoor seating and closing time for the outdoor seating area would be 9 p.m. They may have some outdoor entertainment which would adhere to the noise ordinance. The smoker would be located outside in the gated area and would be at least 10 feet or more from the building for safety. The smoker would start with charcoal, then will be burning oak wood, hickory wood, etc. In the future, the days open may change to Tuesday – Saturday, with Sunday and Monday off, depending on how the business grows. They would like to upgrade to an indoor hickory pit in the future, such as an electric pit.

The following was presented by city staff:

Fire: An inspection will have be completed by the Fire Department prior to opening. Tarps will not be allowed above the burn pit. Additional information on an electrical indoor burn pit shall be supplied to the Fire Department.

Street: Businesses need to have a private waste collection company to provide a dumpster. Stacy will provide some contact numbers for the applicant.

Motion was made by Anthony Rauterberg and seconded by Tim Hayden to recommend approval to the Plan Commission for this item as submitted.

Unanimously approved.

**4. Adjournment**

Motion was made by Tim Hayden and seconded by Stacy Winkelman 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.**

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: February 20th, 2023  
SUBJECT: 713 Milford Street, Conditional Use Permit - CUP

SITE DETAILS:

Acres: 32.5  
Current Zoning: Planned Office and Institutional  
Existing Land Use: Institutional  
Future Land Use Designation: Planned Mixed Use & Planned Neighborhood.

BACKGROUND AND APPLICATION DESCRIPTION:

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

STAFF EVALUATION:

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

Land Use and Zoning:

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

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

- The proposed site shall be located so as to avoid disruption of an established or developing office area. Within the Neighborhood Office (NO) and the Planned Office and Institutional (PO) Districts, institutional residential developments shall be designed so as to maintain the character of the adjacent properties. [per § 550-51F(1)(a)].
- Shall be located with primary vehicular access on a collector or arterial street [per § 550-51F(1)(b)].
- No access shall be permitted to a local residential street [per § 550-51F(1)(c)].

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

- Applicant shall provide off-street passenger loading area at a minimum of one location within the development *[per § 550-51F(1)(d)]*.
  - All structures shall be located a minimum of 50 feet from any residentially zoned property which does not contain an institutional residential land use *[per § 550-51F(1)(e)]*.
2. The Planned Office and Institutional (PO) Zoning District requires 'Institutional Residential' uses to follow the regulations of the Multifamily Residential – 10 Zoning District *[per § 550-30F]*. The proposal meets or exceeds all the residential density, intensity, and bulk requirements of the Multifamily Residential – 10 Zoning District *[per § 550-27F]*.
  3. Parking and traffic circulation requirements for the facility will be met by utilizing existing driveways and parking areas. Access to the facility is provided by a driveway from Milford Street.
  4. Lighting of structures, parking areas, and traffic circulation areas will utilize existing lighting fixtures. The location of these fixtures was not provided by the applicant. Lighting fixtures existing prior to the effective date of the zoning code are considered legal conforming uses *[per § 550-110D(6)]*.
  5. An off-street passenger loading area has not been designated by the applicant.

### WISCONSIN STATUTES:

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

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

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

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

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

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

**PLAN COMMISSION DECISIONS:**

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

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

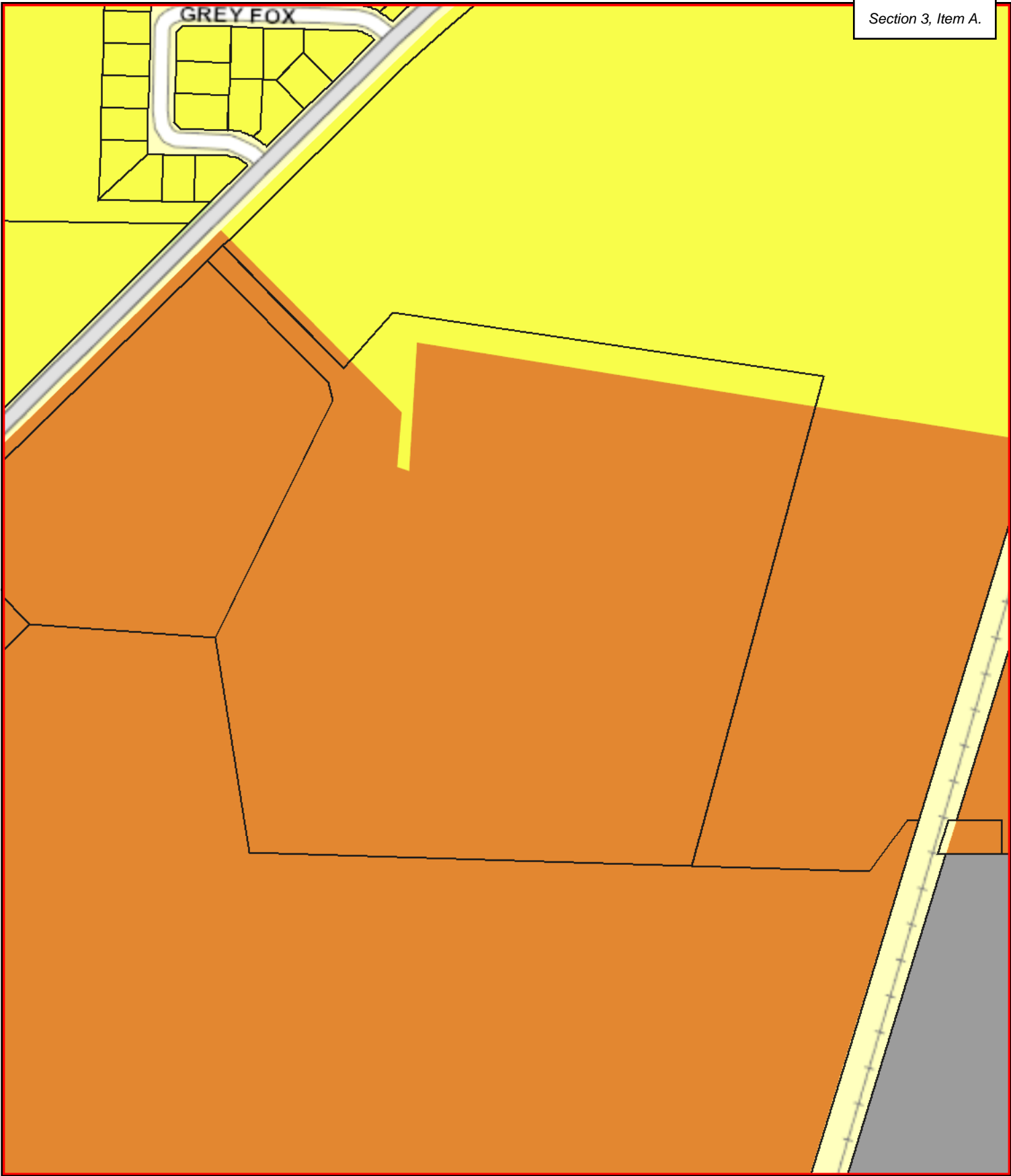
**OPTIONS:**

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



**Zoning**

	Unknown
	Two-Family Residential-6
	Single-Family Residential-4
	Senior Residential

	Rural Holding
	Planned Unit Development
	Planned Office And Institutional
	Planned Industrial
	Planned Business
	Neighborhood Office

	Neighborhood Business
	Multiple Zoning
	Multi-Family Residential-8
	Multi-Family Residential-10
	Heavy Industrial
	General Industrial

	General Business
	Conditional Use
	Central Business District
	City Limits

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

**City of Watertown Geographic Information System**

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

**Printed on:** February 21  
**Author:**

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

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

Hoffman Matz LLC (100% owned subsidiary of GWCHF) will lease a 6,700 square foot building to Jefferson County Human Services for the purpose of programing a 24/7/365 Youth Crisis Mental Health facility. It will serve as a 12 bed (6 boys/6 girls) short term residential placement to prevent, deescalate and treat mental health crisis for ages 10-17. The average youth stay for this voluntary program is 3-5 days receiving behavioral health therapy and care coordination. Jefferson County is partnering with Wisconsin Community Services (WCS) who operate one of these facilities in Milwaukee. The minimum staffing on site will be 2 Full Time Employees with a staffing to youth ratio of 1 staff member for ever 3 children.

Given the need, the State of Wisconsin is investing \$1.1MM to support the startup of this desperately needed service. This service will allow children to be served locally in a safe environment while reducing time constraints on local law enforcement when called for crisis circumstances.

Light renovation is expected to occur in March of 2023. Anticipated construction schedule will be 60-90 days with an operating target timetable of 6/30/23.

Regarding the Zoning Change, majority of the property is already zoned Office & Institutional. Requesting the zoning of Office & Institutional to match the property CSM.

