



PLAN COMMISSION MEETING - SPECIAL AGENDA

MONDAY, JUNE 19, 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: (Toll Free): 1 877 309 2073 Access Code: 892-091-437 or <https://meet.goto.com/892091437> 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 June 12, 2023

B. Review and take action: Plan Commission minutes dated May 22, 2023

3. BUSINESS

A. Review and take action: 407 S. Washington Street – revised 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
June 12, 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; Andrew Beyer of Engineering; Strategic Initiatives and Development Coordinator Mason Becker; Kristine Butteris of Park & Rec; Matt Willmann of Streets; Ben Olsen of the Police Department; Tim Hayden of the Water Department; and Anthony Rauterberg and John Duvernell of the Fire Department. Also in attendance were: Recording Secretary Nikki Zimmerman; Jennifer Getz of St. Jude Academy, Inc.; and Watertown Fire Chief Travis Teesch. Joining virtually were Trevor Frank and Mark Zvitkovits of Short Elliott Hendrickson (SEH).

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 May 8, 2023

Motion was made by Doug Zwieg and seconded by Tim Hayden to approve the May 8, 2023 Site Plan Review minutes as submitted. Unanimously approved.

3. Business

A. Review and take action: 111 S. Montgomery Street – proposed St. Jude Academy, Inc.

Jennifer Getz was present to describe the proposed project. St. Jude Academy, Inc. is looking to utilize up to 3 out of the 4 classrooms in the upper level of the older portion of the St. Bernard School for a private Catholic high school.

The following was presented by staff:

Building:	Verified that there will not be any remodeling done to the rooms and that the bathrooms will be suitable for teenagers and adults.
Fire:	Verified that the proper exit signs are already in place.
Stormwater:	As long as nothing is being done with the parking lot area or exterior, there is nothing.
Parks:	No comments.
Police:	No comments.
Streets:	No comments.
Water:	No comments.
Engineering:	No comments.

Motion was made by Doug Zwieg and seconded by Maureen McBroom to recommend approval of this proposal to Plan Commission as submitted.

Unanimously approved.

B. Review and take action: Proposed new fire station

Watertown Fire Chief Travis Teesch was present to explain the proposed new fire station. This will be off of Bernard Street and Johnson Street. 2 parcels will be combined into one. The proposed tower has been moved so it will be 75 feet away from the main building.

The following was discussed by staff:

Building:	Plans will need to go to state for review.
Fire:	No comments.
Stormwater:	There is a storm easement for Johnson Street. The Engineering Department will work with proper individuals on this. Stormwater plans will need to be submitted as well as a stormwater permit.
Parks:	There are maintenance items which will need to be discussed.
Police:	No comments.
Streets:	There are maintenance items which will need to be discussed.
Water:	There is a 6" main on both Bernard Street and Johnson Street that could be tied into.

Engineering: The cold storage is pretty close to the storm easement along Johnson Street. The cold storage structure may need to be shifted. Driveway widths will have to meet codes. Section 2, Item A.

Motion was made by Anthony Rauterberg and seconded by Doug Zwieg to recommend approval of this proposal to Plan Commission contingent on the items discussed above.

Unanimously approved.

C. Review and take action: 1901 Market Way – fireworks sales

There was not a representative present at this meeting. Since TNT Fireworks has completed sales at this location (Walmart parking lot) in previous years, discussion proceeded.

The following was discussed by staff:

Building:	No comments.
Fire:	Exit signs will need to be present, fire extinguishers need to be in place and an inspection will have to be completed prior to opening.
Stormwater:	No comments.
Parks:	No comments.
Police:	Adherence must be made to City of Watertown Code Section 410-13F(1) and Wisconsin State Statutes 167.10
Streets:	No comments.
Water:	No comments.
Engineering:	No comments.

Motion was made by Doug Zwieg and seconded by Tim Hayden to approve this item contingent upon the requirements from the Fire Department and Police Department mentioned above.

Unanimously approved.

4. Adjournment

Motion was made by Doug Zwieg and seconded by Tim Hayden 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.

MINUTES

MAY 22, 2023

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.

Also in attendance were: Brittany Soto, Emily Bublite, Allen Thorrow, Mike Thorrow, John Donovan, and Mike Gross.

1. Call to order

2. Approval of Minutes

A. Site Plan Review minutes May 8, 2023

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

B. Plan Commission minutes May 8, 2023

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

3. Business

A. Conduct public hearing: 1722 S. Church Street – Conditional Use Permit (CUP) request for a double drive through In-vehicle sales or service under Section 550-33B(2)(f)

Mayor McFarland opened the public hearing at 4:34pm and invited public comment.

Hearing none the public hearing was closed.

B. Review and take action: 1722 S. Church Street – Conditional Use Permit (CUP) request for a double drive through In-vehicle sales or service under Section 550-33B(2)(f)

Brian Zirbes (Zoning Administrator) presented the request for a CUP for 1722 S. Church Street. The proposed menu board is 48 sq. ft. and current ordinance allows for a maximum of 24 sq. ft. The proposed sign is the same size as the existing sign on the property. Emily Bublite was present representing Culver's. Motion to approve with the condition that the menu board gain compliance through one of three ways; either altering the design, through a variance, or by a zoning ordinance amendment was made by Holloway, and seconded by Lampe, passed on a unanimous voice vote.

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

Brian Zirbes presented the request for changes to the Hunter Oaks PUD/GDP. Blanke made a motion for a positive recommendation to the council seconded by Lampe, passed on a unanimous voice vote.

D. Review and take action: 2002 Airport Road – Preliminary Certified Survey Map (CSM)

Brian Zirbes presented the request for a CSM for the referenced property.

Motion to approve with no conditions made by Holloway and seconded by Konz, passed on a unanimous voice vote.

E. Review and take action: 1046 Meadow Street and 1048 Meadow Street – Condominium Plat

Brian Zirbes presented the request for a Condominium Plat for the referenced property.

Motion to approve with no conditions made by Holloway and seconded by Blanke, passed on a unanimous voice vote.

F. Initial review and schedule public hearing: Zoning Ordinance Text Amendments

Holloway wanted to commend Brian Zirbes for his work on the zoning ordinances.

Motion was made by Holloway and seconded by Lampe to set hearing date for June 20th, passed on a unanimous voice vote.

- G. Convene into closed session per Wis. Stat. Sec. 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.** (100 Western Ave., Watertown, WI 53094)

Motion by Lampe and seconded by Konz to convene to closed session per Wis. Stat. Sec. 19.85(1)(g), passed on a unanimous roll call vote.

H. Reconvene into open session

Motion was made to reconvene to open session by Lampe and seconded by Konz, passed on a unanimous vote.

- I. Review and take possible action:** transfer up to 58.996 acres of land from the Wastewater Department to General City Fund

The transfer has already received a positive recommendation from Public Works, and needs action from the Plan Commission.

Motion was made by Holloway and seconded by Lampe to move forward with the transfer, passed on a unanimous voice vote.

All materials discussed at this meeting can be found at:

<https://files4.revize.com/watertownwi/May%2022,%202023%20PC%20Packet.pdf>

4. Adjournment

Motion to adjourn was made by Lampe and seconded by Konz passed on a unanimous voice vote at 5:17pm.

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: June 19th, 2023
SUBJECT: 407 S Washington Street - Revised Certified Survey Map

A revised Certified Survey Map (CSM) requested by Jerome Keeser to split a parcel located at 407 S Washington Street. Parcel PIN: 291-0815-0424-059

SITE DETAILS:

Acres: 0.32

Current Zoning: Two-Family Residential

Existing Land Use: Single Family Residential & Commercial

Future Land Use Designation: Two-Family Residential

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to revise a two lot Certified Survey Map previously approved by the Plan Commission in March. Lot 1 will now consist of the western 8,976 sq ft of the parent parcel (previously 8,051 sq ft) and Lot 2 will now consist of the eastern 5,591 sq ft (previously 6,514 sq ft) of that parcel. A Comprehensive Plan Amendment and rezoning related to this CSM would also be adjusted to match the new boundary.

STAFF EVALUATION:

There are no right-of-way issues, the preliminary CSM divides an existing platted lot. The parcel is not within the Airport Approach Protection Zone.

PLAN COMMISSION OPTIONS:

The following possible options for the Plan Commission:

1. Deny the CSM revision.
2. Approve the CSM revision without conditions.
3. Approve the CSM revision with conditions identified by the Plan Commission.
 - a. The related Comprehensive Plan Amendment and rezoning are also adjusted by this CSM revision.

ATTACHMENTS:

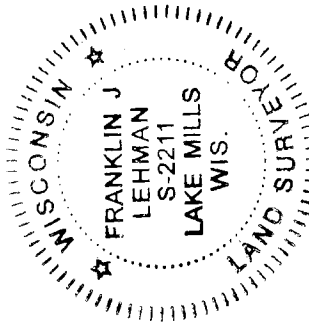
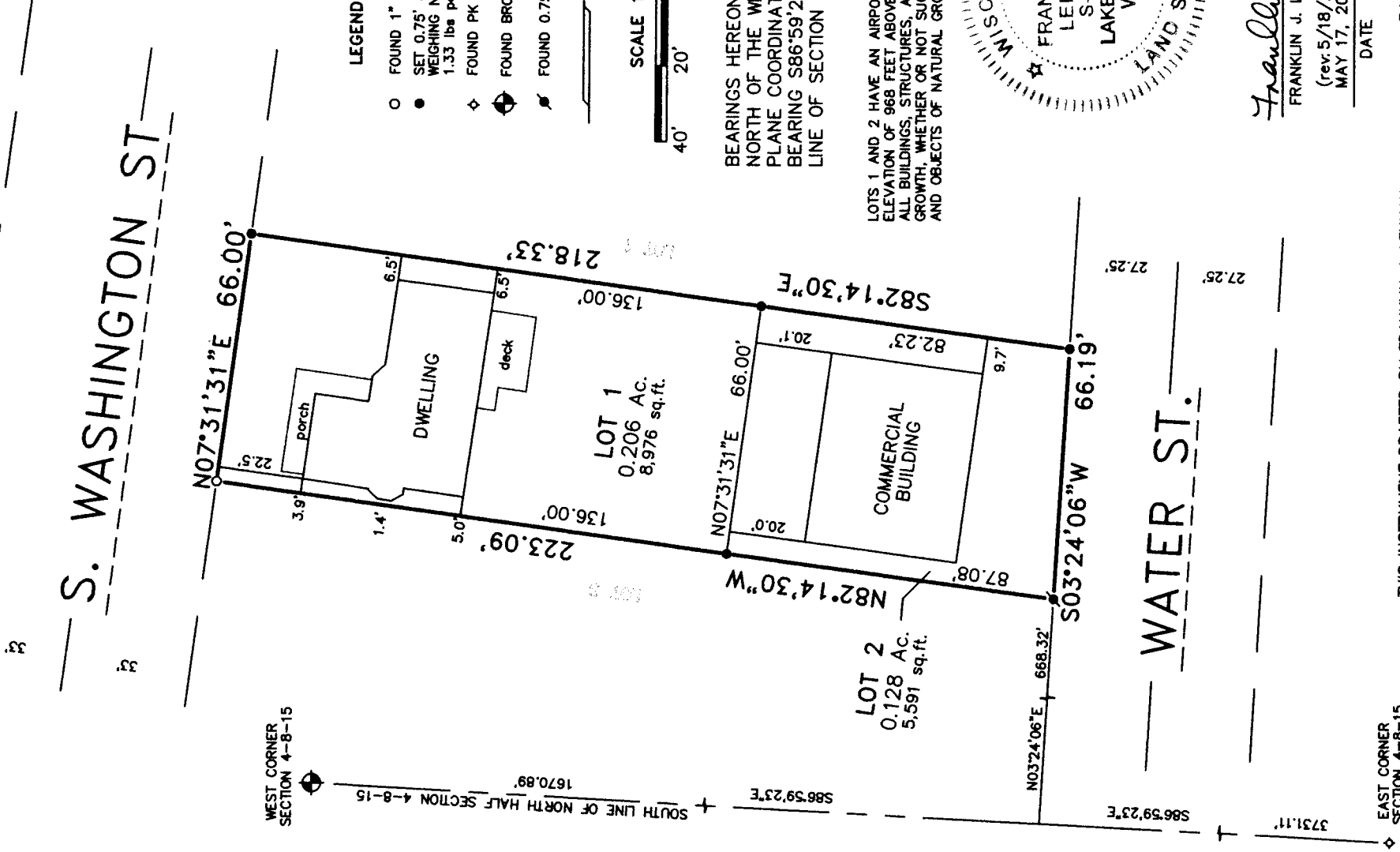
- Application materials.

CERTIFIED SURVEY MAP NO. _____

BEING A REDIVISION OF LOT 2, BLOCK 36 CITY OF WATERTOWN. PART OF LOTS 10 AND 11, BLOCK 5 OF BOOMER'S ADDITION TO THE CITY OF WATERTOWN AND LOT 2, BLOCK 49 RESERVED FOR THE USE OF PROPRIETORS. SAID LANDS LYING IN THE SE 1/4 OF NW 1/4 OF SECTION 4, TOWNSHIP 8 NORTH, RANGE 15 EAST IN THE CITY OF WATERTOWN, JEFFERSON COUNTY, WISCONSIN.

PREPARED FOR: HARBOUR PLACE, LLC
CURTISS KEESER (OWNER)
407 S. WASHINGTON ST.
WATERTOWN WI, 53094

PREPARED BY: FRANKLIN J. LEHMAN
PO BOX 202,
LAKE MILLS, WI 53551
262-767-8786
flehman@charter.net



Franklin J. Lehman
FRANKLIN J. LEHMAN PLS-2211
(rev. 5/18/23)
MAY 17, 2023
DATE
230103 JOB NO

CERTIFIED SURVEY MAP NO. _____

BEING A REDIVISION OF LOT 2, BLOCK 36 CITY OF WATERTOWN, PART OF LOTS 10 AND 11, BLOCK 5 OF BOOMER'S ADDITION TO THE CITY OF WATERTOWN AND LOT 2, BLOCK 49 RESERVED FOR THE USE OF PROPRIETORS. SAID LANDS LYING IN THE SE 1/4 OF NW 1/4 OF SECTION 4, TOWNSHIP 8 NORTH, RANGE 15 EAST IN THE CITY OF WATERTOWN, JEFFERSON COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE


I, FRANKLIN J. LEHMAN, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT I HAVE SURVEYED, DIVIDED, AND MAPPED THE PARCELS AFOREMENTIONED, LOCATED IN THE SE 1/4 OF THE NW 1/4 OF SECTION 8, TOWN 4 NORTH, RANGE 15 EAST IN THE CITY OF WATERTOWN, JEFFERSON COUNTY, WISCONSIN AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS. COMMENCE AT THE WEST CORNER OF SAID SECTION 4; THENCE SOUTH 86°59'23" EAST ALONG THE SOUTH LINE OF THE NORTH 1/2 OF SAID SECTION 8, 1670.89 FEET; THENCE NORTH 03°24'06" EAST, 668.32 FEET TO THE PLACE OF BEGINNING OF THE FOLLOWING DESCRIBED PARCEL: THENCE NORTH 82°14'30" WEST, 223.09 FEET TO THE SOUTH LINE OF WASHINGTON STREET; THENCE NORTH 07°31'31" EAST ALONG SAID SOUTH LINE, 66.00 FEET, THENCE SOUTH 82°14'30" EAST, 218.33 FEET TO THE NORTH LINE OF WATER STREET; THENCE SOUTH 03°24'06" WEST ALONG SAID NORTH LINE, 66.19 FEET TO THE PLACE OF BEGINNING.

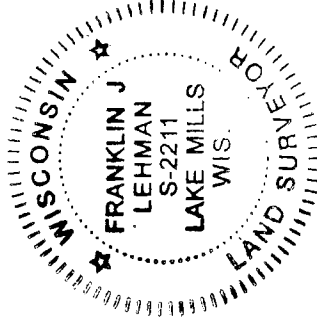
SAID PARCEL CONTAINING 0.356 ACRES (14,576 SQ. FT.) OF LAND MORE OR LESS.

THAT I HAVE PERFORMED THE SURVEY AT THE REQUEST OF CURTISS KEESER OWNER OF SAID PROPERTY.

THAT THE SURVEY IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF LANDS SURVEYED AN THE DIVISION THEREOF.

THAT I HAVE COMPLIED WITH PROVISIONS OF SECTION 236.34 OF THE WISCONSIN STATE STATUTES, AND THE LAND DIVISION ORDINANCE OF THE CITY OF WATERTOWN.


FRANKLIN J. LEHMAN PLS-2211
(rev 5/18/23)
MAY 17, 2023 230103 JOB NO.
DATE DATE DATE



OWNER'S CERTIFICATE

I, CURTISS KEESER, AS OWNER, HEREBY CERTIFY THAT I CAUSED THIS PROPERTY TO BE SURVEYED, DIVIDED AND MAPPED AS SHOWN ON THIS CSM.

CURTISS KEESER
DATED THIS _____ DAY OF _____, 2023

CITY OF WATERTOWN PLANNING COMMISSION

THE CITY OF WATERTOWN PLANNING COMMISSION HEREBY APPROVES THIS CERTIFIED SURVEY MAP AS SHOWN.

EMILY McFARLAND CHAIRPERSON
DATED THIS _____ DAY OF _____, 2023