



SITE PLAN REVIEW COMMITTEE MEETING AGENDA

TUESDAY, MAY 26, 2026 AT 1:30 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

3. BUSINESS

A. Review and take action: 1901 Market Way TNT Fireworks Site Plan review

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.



802 Respect Drive
Bentonville, AR 72716
Jimmy.Buchanan@walmart.com

November 5, 2025

To Whom It May Concern,

American Promotional Events, Inc. dba TNT Fireworks is an approved National Supplier to conduct fireworks promotions on our Walmart parking lots where this type of promotion is legal. All stores have been researched and approved by the Walmart Realty Department. Approximate time frame for the select stores approved for additional selling date promotions are:

- May 20th, 2026 to July 12th, 2026 with the exception of Utah which has an additional selling period through the end of July for Pioneer Days.

American Promotional Events, Inc. dba TNT Fireworks is authorized to sign for and obtain all necessary permits and/or licenses for the promotion and must display such permits and/or licenses at each stand/tent. Walmart grants permission for all patrons of the sale to utilize the restroom facilities at each participating store.

An American Promotional Events, Inc. dba TNT Fireworks representative will call you to introduce the company and discuss your participation in the event. Participation is encouraged and does add additional income to your other income account. Store Management must approve the store's participation and placement on the parking lot.

Thank you in advance for your cooperation in this matter and if you have any questions, please contact TNT Fireworks at 256-767-7142.

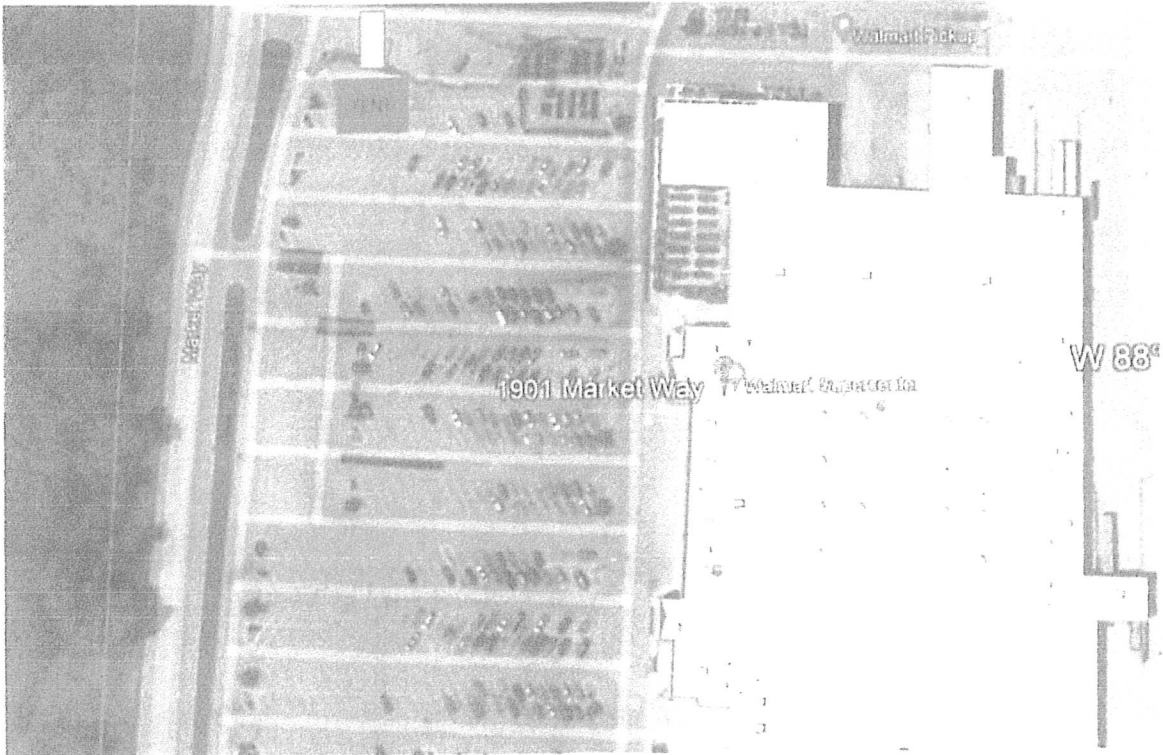
Best Regards,

Signed by:

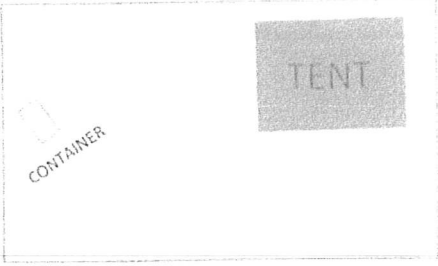
 C1C50CE93BEF40C...
 Jimmy Buchanan
 Senior Manager
 Walmart Retail Services

Setup beginning 06/20/2026
 Sell dates 06/25-07/05/2026
 9am-9pm
 daily

WAL-MART #1776 – 1901 MARKET WAY, WATERTOWN, WI FWI 0028



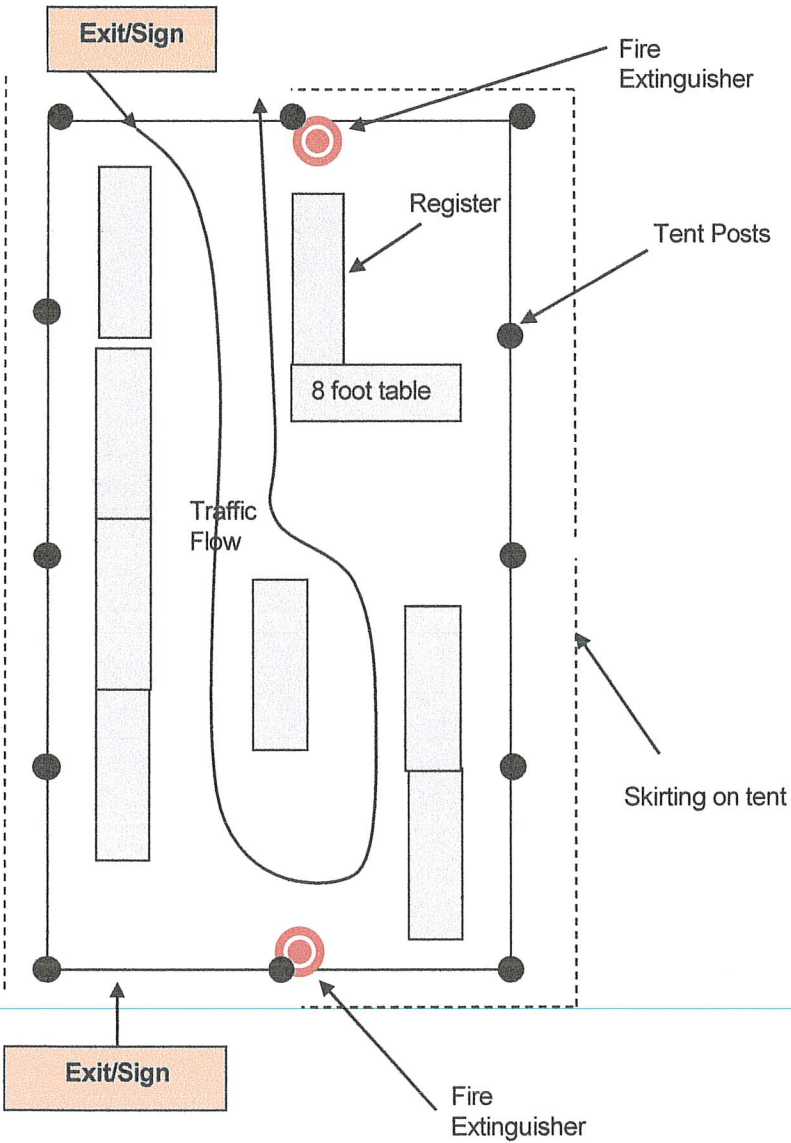
TNT Fireworks Contact: Name: <u> Matt Sokol </u> Email Address: <u>_sokolm@tntfireworks.com_</u> Phone Number: <u>_715-797-6885_</u> Date: <u>_3/15/2023_</u>	Store Manager spoke with: Name: _____ Site Map reviewed: Yes / No (Circle) Notes: _____ _____
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Tent Floor Plan and Layout Sketch



20' x 40' Tent



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List of Notes for Floor Plan

- * 20' x 40' = 800 square feet in area
- * 8 foot tables are used for displays
- * All aisles will be at least 4 feet wide in shopping floor space
- * 2 remote exits will have Lighted EXIT combo signs above them –
- * Tent openings/doorways will be at least 7 feet wide
- * Since all fireworks are 'packaged', the packaged fireworks act as a flame breaks (Code: 7.3.15.3.4) along with the 4 foot spaces between aisles
- * Exits will be available within the 35 foot requirement of each other (less than 35 feet from any point within the tent)
- * Fire extinguishers will be present - one pressurized water type and a dry chemical with rating of at least 2A (10 lb)
- * Display area will not exceed 50% of the square footage of tent
- * "Fireworks – No Smoking" signs will be posted near entrances/exits and visible from within the tent (minimum of 3)
- * "No Fireworks Discharge Within 300 Feet" signs will be posted on all four sides of the tent (facing outside)
- * Flame Certificates will be available on the tent – showing flame resistance
- * Merchandise displayed within the perimeter of the sales area will not exceed 6 feet in height.
- * Evacuation Plan will be posted along with permits and sales tax license

List of Notes for Site Plan

- * Any generator used would be placed 20 feet away from tent when in operation
- * Parked Vehicles will be at least 10 feet away
- * Nearest gas station or retail propane-dispensing stations will be over 50 feet away
- * No flammable gas bulk dispensers will be within 300 feet
- * No other buildings or cfrs will be located within 20 feet
- * Extra storage of fireworks other than inside inventory, will be no less than 20 feet away
- * Fire department vehicle access is readily available



Reference: TNT Fireworks Tent Emergency Procedures

Note for all scenarios: The tent will be closed for business in each of these events until the situation is resolved or weather issue has passed.

The emergency procedures for TNT Fireworks tents will be implemented in the following manner:

Thunder Storms

Operators and tent attendees will gather belongings and move indoors or inside of cars/vehicles until the storm has passed. Once clear, the sale will reopen for business.

Tornado Watch

In the event of a tornado warning, all operators and attendees will be directed to evacuate the tent and seek shelter in a low-lying area. Any electrical items will be turned off.

Mobile Shooter

In the event of a mobile shooter, all operators and attendees will be instructed to lie on the ground and emergency personnel will be notified. No action will be taken to approach the mobile shooter.

Fire

In the event of a fire in its early stages, operators will utilize the fire extinguishers on site to attempt to extinguish the flames. If the fire is unmanageable, emergency personnel will be contacted immediately by dialing 9-1-1. Simultaneously, operators and attendees will vacate the tent.