



## SITE PLAN REVIEW COMMITTEE MEETING AGENDA

MONDAY, SEPTEMBER 12, 2022 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): 1 866 899 4679 Access Code: 652-665-453 or <https://meet.goto.com/652665453>

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 Committee minutes dated August 22, 2022

**3. BUSINESS**

A. Review and take action: 537 Milford Street – Erect a garage greater than 15 feet in height and 1,000 square feet in area

**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**  
**August 22, 2022**

*Section 2, Item A.*

The Site Plan Review Committee met on the above date at 1:30 P.M. in the Council Chambers of City Hall as well as via GotoMeeting. The following members were present: Jacob Maas, Robert Kaminski, Mike Zitelman, Anthony Rauterberg, Doug Zwieg, Maureen McBroom, Alex Allon, and Kristine Butteris. Also present were Kevin Schmidt of Fisher Barton; and Eric Grunewald, McKenna Grunewald. Scott Grunewald, and Al Grunewald of Elite Lock & Key.

**1. Call to Order**

The meeting was called to order by Chairperson Jacob Maas.

**2. Review and approve Site Plan Review Committee Minutes Dated July 11, 2022**

Motion was made by Doug Zwieg and seconded by Anthony Rauterberg to approve the July 11, 2022 Site Plan Review minutes as submitted. Unanimously approved.

**3. Review and take action: 300 Air Park Drive – Erect a lean-to over scrap metal area**

Kevin Schmidt was present to discuss the proposal.

The following was presented by city staff:

Building:	This project will require a commercial building permit with stamped architectural plans.
Engineering:	If at any time 3,000 square feet or more of land is disturbed an erosion control/stormwater runoff permit will be required.
Zoning:	This will be going to the September 26, 2022 Plan Commission meeting for a public hearing for a group development request.

Motion was made by Anthony Rauterberg and seconded by Mike Zitelman to approve this item subject to the following conditions:

- A) Stamped architectural plans shall accompany a commercial building permit application form for review by Building, Safety & Zoning.
- B) If at any time 3,000 square feet or more of land is disturbed an erosion control/stormwater runoff permit will be required.

Unanimously approved.

**4. Discussion: 820 E. Main Street – Planned Unit Development: Concept Review**

This is addressing the use of the current facilities. There will not be any construction at this location. The property owner is looking to operate a Vehicle Repair and Maintenance land use at this location. This is not an allowable principal land use within the current zoning of CB, Central Business.

Mr. Grunewald was present to answer any questions staff had. The following was presented by city staff:

Fire:	A knox box will be required as well as an inspection prior to operation.
Zoning:	This is going into the Planned Unit Development process because in 2003 the city rezoned this area to the CB, Central Business District and disallowed vehicle repair and maintenance in the downtown area. The previous business at this location, which was legal non-conforming, has not been in operation for more than 365 days which makes this use invalid at this location.

No action is required on this item since this is at a concept review level. A public hearing at the Common Council will be forthcoming.

**5. Adjournment**

Motion was made and seconded 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.**





Parcels

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

**City of Watertown Geographic Information System**

Scale: 1 inch = 50 feet  
SCALE BAR = 1"

Printed on: July 26, 2022  
Author: Private User

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

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