

BUILDING SAFETY & ZONING DIVISION
PLAN COMMISSION STAFF REPORT

TO: Plan Commission
DATE: January 12th, 2026
SUBJECT: Initial Review and Schedule a Public Hearing for a Rezoning Request.

A rezoning requested by the Greater Watertown Community Health Foundation to change the zoning on a parcel located on Gateway Drive. Parcel PIN(s): 291-0815-1631-003.

SITE DETAILS:

Acres: 1.17
Current Zoning: Multi-Family Residential - 8 (MR-8)
Existing Land Use: Vacant Land
Future Land Use Designation: Planned Neighborhood

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to change the zoning designation from Multi-Family Residential-8 (MR-8) to Single-Family Residential (SR-4) for the development of a seven-lot subdivision. The 2019 City of Watertown Comprehensive Plan designates the Future Land Use (FLU) of this parcel as Planned Neighborhood FLU. The rezoning of this parcel to Single-Family Residential (SR-4) would be consistent with this FLU designation. A subdivision plat to create the proposed seven lots and a rezoning to a Planned Development Overlay Zoning district to allow for smaller lot sizes are also pending for this development project.

STAFF EVALUATION:

Land Use and Zoning:

Nearby Future Land Use designations include Planned Neighborhood to the north, south, and east. Planned Mixed Use exists to the west.

Nearby Zoning includes Single-Family Residential (SR-4) to the north, Multi-Family Residential - 8 (MR-8) to the south, and Rural Holding (RH) to the east. General Business (GB) Zoning exists to the west.

Zoning Code

The zoning code requires the Plan Commission to conduct an initial review of the rezoning and schedule a public hearing before the Common Council.

Per Section § 550-141E:

E. Initial review by the Plan Commission and scheduling of Common Council public hearing. The Common Council shall not make an amendment to the Official Zoning Map without allowing for a recommendation from the Plan Commission per the provisions of this subsection.

- (1) The Plan Commission shall schedule a reasonable time and place for a public meeting to hear the application within 45 days of the acceptance and determination of the complete application as determined by the Zoning Administrator. The applicant may appear in person, by agent and/or by attorney.
- (2) Within 60 days after the public meeting (or within an extension of said period requested in writing by the applicant and granted by the Plan Commission), the Plan Commission shall schedule a public hearing before the Common Council.
- (3) If the Plan Commission recommends approval of an application, it shall state in the minutes or in a subsequently *issued written decision its conclusion and any finding of facts supporting its conclusion as to the following: that the potential public benefits of the proposed amendment outweigh any and all potential adverse impacts of the proposed amendment, as identified in Subsection D(3)(a) through (c) above, after taking into consideration the proposal by the applicant*

PLAN COMMISSION OPTIONS:

The following are possible options for the Plan Commission:

1. Set public hearing date for February 3rd, 2026.
2. Set public hearing to a later date.

STAFF RECOMMEDATION:

- Staff recommends setting the public hearing date for February 3rd, 2026

ATTACHMENTS:

- Application materials.