

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 Carol Quest, agent for the City of Watertown Health Department, to change the zoning on the parcel located at 510 S Second St. Parcel PIN: 291-0815-0424-040

SITE DETAILS:

Acres: 0.14
Current Zoning: Multi-Family Residential - 8 (MR-8)
Existing Land Use: Vacant Land
Future Land Use Designation: Two-Family Residential

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to change the zoning designation from Multi-Family Residential-8 (MR-8) to Central Business (CB) for the development of a Non-Residential Accessory Structure. The subject parcel was recently purchased by the Health Department to construct a storage building and heated garage space to provide services to clients of the Health Department. Additional parking will also be provided by the project. To construct the proposed building the purchased parcel needs to be rezoned to Central Business (CB) zoning so that it can be combined via a Certified Survey Map (CSM) with the other adjacent Health Department parcels. All parcels must have the same zoning designation to be combined.

The 2019 City of Watertown Comprehensive Plan designates the Future Land Use (FLU) of this parcel as Two-Family Residential FLU. A Comprehensive Plan Amendment to change the FLU to Institutional FLU, a CSM to combine the lots, and a Conditional Use Permit (CUP) for a Non-Residential Accessory structure are also pending for this development project.

STAFF EVALUATION:

Land Use and Zoning:

Nearby Future Land Use designations include Two-Family Residential to the north, south, and east. Central Mixed Use exists to the West.

Nearby Zoning includes Multi-Family Residential - 8 Zoning to the north, south, and east. Central Business 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

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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 16th, 2026
2. Set public hearing to a later date.

STAFF RECOMMEDATION:

- Staff recommends setting the public hearing date for February 16th, 2026

ATTACHMENTS:

- Application materials.