



## BUILDING SAFETY & ZONING DIVISION

### PLAN COMMISSION STAFF REPORT

# WATERTOWN

Opportunity runs through it.

TO: Plan Commission  
DATE: January 12<sup>th</sup>, 2026  
SUBJECT: Gateway Subdivision – Preliminary Plat

A request by the Greater Watertown Community Health Foundation for review of the 'Gateway Subdivision' Preliminary Plat within the City of Watertown. 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 create a seven (7) lot subdivision plat of single-family lots. All seven lots will access Gateway Drive with no additional ROW dedications being required. The proposed plat will not dedicate parkland, rather a fee in lieu of dedication will be paid at the time of final plat approval. The proposed lots are located within the Airport Approach Protection Zone with a maximum elevation of 968 feet above mean sea level for all buildings and vegetation. A note indicating this elevation has been added to the plat. A rezoning to Single-Family Residential (SR-4) and a rezoning to a Planned Development Overlay Zoning District (PD) are also pending for this proposed plat. The PD Overlay rezoning is necessary to allow for the requested reduction of Minimum Lot Area to 7,000 SF, the reduction of Minimum Lot Width to 54 ft, and the increase in Maximum Gross Density to 7.00du/acre.

#### STAFF EVALUATION:

##### Site Plan Review Committee:

See Minutes of January 12<sup>th</sup>, 2026.

##### Wisconsin Statutes

Per the Wisconsin Statutes it is the role of the Plan Commission to review and recommend to Council all plats of land within the City.

Per Wisconsin State Statute § 62.23(5):

(5) **Matters referred to city plan commission.** *The council, or other public body or officer of the city having final authority thereon, shall refer to the city plan commission, for its consideration and report before final action is taken by the council, public body or officer, the following matters: The location and architectural design of any public building; the location of any statue or other memorial; the location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition of land for or lease of land for any street, alley or other public way, park, playground, airport, area for parking vehicles, or other memorial or public grounds; the location, extension, abandonment or authorization for any public utility whether publicly or privately owned; all plats of lands in the city or within the territory over which the city is given platting jurisdiction by ch. 236; the location, character and extent or acquisition, leasing or sale of lands for public or semipublic housing, slum clearance, relief of congestion, or vacation camps for children; and the amendment or repeal of any ordinance adopted pursuant to this section. Unless such report is made within 30 days, or such longer period as may be stipulated by the common council, the council or other public body or officer, may take final action without it.*

##### Land Use

Within the City Code, Chapter 545 Subdivision of Land outlines the procedures and requirements for preliminary plat review of subdivisions within the City [per § 545-13]. Under the preliminary platting procedures, the preliminary plat shall be submitted to the appropriate County Planning Agency and the



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Wisconsin Department of Administration (WDOA) for review, comment, and approval. Comments from these agencies are below:

**Jefferson County Comments:**

Jefferson County had two comments, one regarding a survey monument and another regarding a surveyor's note to be added to the plat. Both changes have been made to the preliminary plat.

**State Agency Comments:**

No State Agency objections or certifications received as of January 7th, 2026. If the WDOA fails to act by January 7<sup>th</sup>, 2026 (30 days deadline), they shall be deemed to have no objections and shall certify the plat. [per § 545-13A(6)].

**City Code:**

Within the City Code, Chapter 545 Subdivision of Land outlines the preliminary platting requirements for platting of subdivisions within the City [per § 545-13B]. Under the preliminary platting requirements, the preliminary plat shall include specific information on the description, existing conditions, and proposed conditions of the area to be platted. Below are additional informational items needed on the preliminary plat:

1. Subsurface soil, rock, and water conditions including depth to bedrock and average depth to groundwater.
2. Stormwater BPM locations, drainage easements, drainage restrictions, and basement/groundwater considerations.

Per the City Code, Chapter 545 Subdivision of Land, the Plan Commission shall recommend approval, denial, or approval with conditions of the plat to the Common Council [per § 545-13A(7)].

**PLAN COMMISSION OPTIONS:**

The following possible options for the Plan Commission:

1. Negative recommendation of the Preliminary Plat to Common Council.
2. Positive recommendation of the Preliminary Plat to Common Council.
3. Positive recommendation of the Preliminary Plat to Common Council, with conditions identified by the Plan Commission:
  - a. Add subsurface soil, rock, and water conditions including depth to bedrock and average depth to groundwater to the plat.
  - b. Add stormwater BPM locations, drainage easements, drainage restrictions, and basement/groundwater considerations to the plat.
  - c. Obtain Erosion Control and Storm Water Runoff Permit review and approval if land disturbance exceeds one acre.
  - d. Initiate and complete a rezoning of the platted lots to Single-Family Residential (SR-4) to run concurrently with Final Plat approval.
  - e. Initiate and complete a rezoning of the platted lots to a Planned Development Overlay (PD) to run concurrently with Final Plat approval.

**STAFF RECOMMENDATION:**

- Staff recommends a positive recommendation of the Preliminary Plat with conditions.

**ATTACHMENTS:**

- Application materials.