SITE PLAN REVIEW COMMITTEE
October 12, 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 – Zoning, Mike Jacek – Building Inspection, Andrew Beyer and Nathan Williams – Engineering, Laura Bohlman – Police, Don Dishno – Fire Department, Stacy Winkelman – Streets & Solid Waste, Ryan Schmidt – Parks & Rec., and Manager of Economic Development and Strategic Initiatives Deb Sybell.

Also in attendance were Ruth Mack and Bruce Loeb of Loeb & Co., Hunter Lien of Free Heel Capital, Holly Merson of Payne & Dolan, Inc., and Nikki Zimmerman of the City of Watertown.

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 September 14, 2026**
   Motion was made and seconded to approve the minutes as submitted. Unanimously approved.

3. **Business**
   A. **Review and take possible action: Mary Street & Clark Street proposed multifamily residential development**
   Bruce Loeb was present to explain this project. They are looking for preliminary acceptance of the general proposal of 102-unit rental apartments.

   The following was presented by staff:

Fire:	A full set of plans will have to be submitted. Each building will need to have a Knox Box.
Building:	The plans will have to go to the state for review. Permits will follow from the Building Safety & Zoning office.
Police:	No concerns.
Mayor:	No concerns.
Stormwater:	Stormwater management and erosion control plans will be needed along with the Stormwater and Erosion Control permit submitted.
Engineering:	The city is finalizing a sanitary sewer feasibility study in the area. Will need detailed plans and will likely have specific comments once those are reviewed.
Zoning:	The following items will need to be completed: a rezoning to MR-10; Certified Survey Map (CSM) approval to combine the parcels and resolve the encroachment issue with the neighbors; a Conditional Use Permit (CUP) for Group Development; a full set of plans; a Lighting Plan with a photometric map; a Landscaping Plan with calculated points; and the Traffic Circulation and Parking plan.
Parks & Rec:	No concerns.
Water/Wastewater:	Not present.
Streets/Solid Waste:	Private garbage and recycling services will have to be obtained – the city does not complete collection for this size of structure.
Econ. Development:	No concerns.

   With this just being a preliminary review, no action is necessary.

   B. **Review and make recommendation to Plan Commission: 1911 Gateway Drive proposed multifamily residential development**

Hunter Lien was present. This item is for a proposed multifamily residential development with 22 buildings with tucked under garages and a large-scale clubhouse.

The following was presented by staff:

Fire:	The hydrant placement and turning radius are appropriate. Discussion has been made regarding moving one of the riser rooms. It can't be further than 50 feet from the closest drivable surface. A full set of plans shall be submitted to the Fire Department prior to construction. Permits from the Fire Department for the fire systems will need to be obtained. Knox Boxes will have to be placed on each building.
Building:	The plans will have to go to the state for review. Permits will follow from the Building Safety & Zoning office.
Police:	No concerns.
Mayor:	No concerns.
Stormwater:	Stormwater and Erosion Control Permit will be needed. Confirmed that the sewer and water on the site will be privately owned and maintained.
Engineering:	There are some plan-specific comments that will be communicated via email.
Zoning:	The Landscaping Plan with the point calculations and the Lighting Plan with the photometric map will need to be submitted.
Parks & Rec:	No concerns.
Water/Wastewater:	Not present.
Streets/Solid Waste:	Private garbage and recycling services will have to be obtained – the city does not complete collection for this size of structure.
Econ. Development:	No concerns.

Motion was made and seconded to present this item with a positive recommendation to the Plan Commission.

Unanimously approved.

4. **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.