THE CITY OF WATERTOWN
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BUILDING SAFETY & ZONING DIVISION

PLAN COMMISSION STAFF REPORT

TO: Plan Commission
DATE: October 26th, 2026
SUBJECT: Scheduling of a Public Hearing for the Zoning Code Rewrite.

The City of Watertown is proposing a rewrite of Chapter 550 Zoning of the Watertown City Code. A public hearing before the Common Council is a required part of that process.

BACKGROUND DESCRIPTION:
The City of Watertown has been preparing a rewrite and update of Chapter 550 Zoning of the Watertown City Code for approximately the last year and a half. The rewrite of Chapter 550 Zoning will consist of a full replacement of the current Chapter 550 Zoning and a new zoning map. The Plan Commission is required to schedule a public hearing to gather comments about the proposed changes. Scheduling the public hearing as proposed allows the appropriate amount of time to properly notice the public hearing.

STAFF EVALUATION:

Zoning Code
The zoning code requires the Plan Commission to conduct an initial review of the zoning code changes 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 November 17th, 2026
2. Set public hearing to a later date.

STAFF RECOMMEDATION:
- Staff recommends setting the public hearing date at the Common Council for November 17th, 2026.

ATTACHMENTS:
- Application materials.