

Main Office
920-262-4060

Nikki Zimmerman
920-262-4045

Doug Zwieg
920-262-4062

Brian Zirbes
920-262-4041

Dell Zwieg
920-262-4042

Dennis Quest
920-262-4061

Mark Hady
920-342-0986

MEMO

To: City of Watertown Plan Commission

From: Brian Zirbes, Zoning Administrator

Date: January 8th, 2024

RE: Upcoming Vandewalle & Associates Zoning Projects and possible Zoning Ordinance Audit/Evaluation.

The purpose of this memo is to inform you about two Zoning Ordinance/Map projects being conducted by Vandewalle & Associates in 2024, as well as, to introduce and discuss the idea of a full audit and evaluation of the City's Zoning Ordinance.

During 2024, Vandewalle & Associates will be conducting two projects to improve and correct deficiencies within the City of Watertown's Zoning Ordinance. The first project will examine the areas on the City's zoning map that have 'multiple', 'mixed', 'unknown', or 'conditional' zoning designations. These areas have zoning which is unclear or missing due to an absence of accurate records. These areas will be researched by Vandewalle & Associates and an appropriate zoning district will be recommended for a zoning map amendment. These recommended changes will go through the regular public hearing process as well as approval by the Plan Commission and the Common Council.

The second project will examine the City's overlay zoning districts. Many of these overlay districts have ordinance text that is inconsistent or contradictory in nature. Also, most of these districts are not mapped making enforcement of the regulations difficult or impossible. Vandewalle & Associates will review all overlay zoning district ordinance text and suggest edits or corrections. Vandewalle & Associates will also recommend map boundaries for all the overlay zoning districts. These recommended changes will also go through the regular public hearing process as well as approval by the Plan Commission and the Common Council.

In addition to these projects, consideration is being given to having Vandewalle & Associates perform a full audit and evaluation of the City's Zoning Code and its interrelationships with other parts of the City Code. This audit and evaluation would be conducted as a precursor to a possible update and rewrite of the entire Zoning Code. The Zoning Code that Watertown currently uses is based upon an older Vandewalle & Associates model that is fairly dated, being about 25 years old. The City spends a considerable amount of time and resources amending and adjusting the current Zoning Code to meet today's needs and standards

for development. The audit and evaluation would provide insight into the scope of the work needed to modernize the City of Watertown Zoning Code. The overarching idea here is to modernize the zoning code in one effort rather than through continual smaller edits and changes. The audit and evaluation would cost \$5,000. If the Plan Commission is agreeable to this proposal, the plan would be to submit a request to fund this project with the City ARPA dollars that are remaining.

Sincerely,
Brian Zirbes

Zoning and Floodplain Administrator
Building, Safety and Zoning