SITE PLAN REVIEW COMMITTEE
November 9, 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, Maureen McBroom – Stormwater, Andrew Beyer, 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 Timothy Niemiec of LaMacchia Group, 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 October 12, 2026**
   Motion was made and seconded to approve the minutes as submitted. Unanimously approved.

3. **Business**
   A. **Review and make recommendation to Plan Commission: 631 S. Church Street – interior and exterior renovations**
   Tim Niemiec of LaMacchia Group was present. Fort Community Credit Union recently purchased the building and would like to renovate the interior and exterior. They will eventually lease their current space on the north end of the building to another business and will move into the south end of the building at that time.

   The following was presented by staff:

Fire:	No concerns.
Building:	The plan review can be completed in-house. Architect-stamped drawings and a commercial building permit application will be required. Permits for any electric, plumbing, and/or HVAC will also be needed for any work being completed. A sign permit will be needed for any new signs.
Police:	The night deposit box is proposed for the back side of the property. It should be considered that it may give a less sense of security and a higher potential for robberies. Before opening, a representative from Fort Community Credit Union should meet with the City of Watertown Crime Prevention Officer to review alarm protocols and a keyholder list.
Mayor:	No concerns.
Stormwater:	The city's Stormwater and Erosion Control Permit will be needed. Post-construction stormwater does not apply. However, if a stormwater pond or biofilter is voluntarily installed, there are BMP credits for reductions in the stormwater utility charge.
Engineering:	Coordinate with neighboring property owners during construction so they are aware of what to expect for the traffic.
Zoning:	Asked about the east side green space and if it would be curbed or have any additional landscaping. Mr. Niemiec stated that the area is currently designed just to be grass for a snow retention area.
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 commercial properties. The drive through being from east to west will work well with the traffic.

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.