

**SITE PLAN REVIEW COMMITTEE**  
**September 9, 2024**

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: Brian Zirbes, Andrew Beyer of Public Works and Engineering, Doug Zweg, Maureen McBroom, Stacy Winkelman of the Streets and Solid Waste Department, Tanya Reyen and Kyle Esmeier of the Fire Department, Strategic Initiatives and Development Coordinator Mason Becker, Kristine Butteris of Park & Rec. Also in attendance were Nikki Zimmerman, Todd and Tammy Grady, Tim Sullivan of the Watertown Daily Times. Ryan Jones joined via telephone.

**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 June 24, 2024**

Motion was made by Doug Zweg and seconded by Andrew Beyer to approve the minutes as submitted. Unanimously approved.

**3. Business**

**A. Review and take action: 919 Charles Street – addition to First Kindergarten**

This is for a 720 square foot proposed addition to the First Kindergarten building.

The following was presented by staff:

Building:	No comments
Fire:	If there is a Knox Box, it will need to get updated. If not, one needs to be installed. If there is a fire alarm system, it needs to be extended into the addition. Extinguishers and emergency lighting shall also be installed in the addition.
Stormwater:	No comments.
Engineering:	No comments.
Streets and Solid Waste:	No comments.
Parks:	No comments.
Zoning:	No comments.

Motion made and seconded to approve with contingencies that a Knox Box shall be updated or installed; if there is a fire alarm system, it would need to be extended into the addition; and extinguishers and emergency lighting shall be installed in the addition.

**B. Review and take action: 1629 E. Main Street – proposed 48' x 48' storage building**

This is for a proposed 48' x 48' storage structure which is being presented here since this would exceed the total square footage for a combination of accessory structures on a property under § 550-56C(1)(b)[1]; exceed the maximum height of an accessory structure under Sections § 550-83C; and be allowed exceptions to exterior construction material standards under Section § 550-121F.

Building:	No comments
Fire:	Add a second address to the property for the new building to make it clear where fire and police personnel would be going to.
Stormwater:	No comments.
Engineering:	No comments.
Streets and Solid Waste:	No comments.
Parks:	No comments.
Zoning:	No comments.

Motion made and seconded to approve with the contingency that a second address be added to the property for the new building.

**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.**