

BUILDING SAFETY & ZONING DIVISION
PLAN COMMISSION STAFF REPORT

TO: Plan Commission
DATE: September 14th, 2026
SUBJECT: 100 Stimpson Street, Conditional Use Permit - CUP

A request by Ashley Romero, agent for Lake Country K9 to 5 LLC, for a Conditional Use Permit (CUP) for 'Commercial Animal Boarding'. Parcel PIN(s): 291-0815-0433-006

SITE DETAILS:

Acres: 0.62
Current Zoning: General Business (GB)
Existing Land Use: Vacant Commercial Building
Future Land Use Designation: Central Mixed Use

BACKGROUND AND APPLICATION DESCRIPTION:

The applicant is seeking approval of a Conditional Use Permit (CUP) for 'Commercial Animal Boarding' to move an existing dog training and grooming business to a larger location and add animal boarding to the business. The business has been in Watertown since 2019 and currently offers services that include dog training, puppy programs, dog walking, in-home pet care services, and K9 hiking camp. The requested CUP would allow the business to expand their list of services to include dog boarding. The facility would have a total boarding capacity of 10 dogs with drop-off starting at 6:30 am and pickups being completed by 6:00pm. The proposal would remodel portions of the existing building and add two fenced outdoor exercise areas to the rear of the building.

STAFF EVALUATION:

Land Use and Zoning:

1. Within the General Business (GB) Zoning District 'Commercial Animal Boarding' is a principal land use permitted as a Conditional Use [per § 550-33B(2)(i)]. A 'Commercial Animal Boarding' is a land use which provides short-term and/or long-term boarding for animals. Examples of these land uses include commercial kennels. Exercise yards and training areas associated with such land uses are considered accessory to such land uses and do not require separate consideration [per § 550-52J].

Applicable regulations for 'Commercial Animal Boarding' land uses include the following:

- Each animal shall be provided with an indoor containment area. [per § 550-52J(1)(a)].
- Special events such as shows, exhibitions and contests shall only be permitted when a temporary use permit has been secured. [per § 550-52J(1)(c)].

The boarding proposal includes indoor containment areas for 10 dogs.

2. Parking requirements require one space per every 1,000 square feet of gross floor area. [per § 550-52J(2)].

The existing building has adequate parking.

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WISCONSIN STATUTES:

All Conditional Use Permits are subject to the requirements of Wisconsin Act 67.

Under 2017 Wisconsin Act 67: Section 16. 62.23 (7) (de) Conditional Use Permits.

1. 62.23 (7) (de)(1) In this paragraph:
 - a. "Conditional use" means a use allowed under a conditional use permit, special exception, or other special zoning permission issued by a city, but does not include a variance.
 - b. "Substantial evidence" means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.
2. 62.23 (7) (de)(2)
 - a. If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in the city ordinance or those imposed by the city zoning board, the city shall grant the conditional use permit. Any condition imposed must be related to the purpose of the ordinance and be based on substantial evidence.
 - b. The requirements and conditions described under subd. 2. a. must be reasonable and, to the extent practicable, measurable and may include conditions such as the permit's duration, transfer, or renewal. The applicant must demonstrate that the application and all requirements and conditions established by the city relating to the conditional use are or shall be satisfied, both of which must be supported by substantial evidence. The city's decision to approve or deny the permit must be supported by substantial evidence.
3. 62.23 (7) (de)(3)

Upon receipt of a conditional use permit application and following publication in the city of a class 2 notice under ch. 985, the city shall hold a public hearing on the application.
4. 62.23 (7) (de)(4)

Once granted, a conditional use permit shall remain in effect as long as the conditions upon which the permit was issued are followed, but the city may impose conditions such as the permit's duration, transfer, or renewal, in addition to any other conditions specified in the zoning ordinance or by the city zoning board.
5. 62.23 (7) (de)(5)

If a city denies a person's conditional use permit application, the person may appeal the decision to the circuit court under the procedures contained in par. (e) 10.

PLAN COMMISSION DECISION:

Commercial Animal Boarding Land Use Criteria	Applicant Provided Substantial Evidence		Opponent Provided Substantial Evidence		PC Finds Standards Met	
<i>Each animal shall be provided with an indoor containment area.</i>	<u>Yes</u>	No	Yes	<u>No</u>	<u>Yes</u>	No
<i>Special events such as shows, exhibitions and contests shall only be permitted when a temporary use permit has been secured.</i>	<u>Yes</u>	No	Yes	<u>No</u>	<u>Yes</u>	No

If Plan Commission answers "no" to any of the questions, above, the CUP must be denied. Otherwise, proceed to the conditions of approval.

PLAN COMMISSION OPTIONS:

The following are possible options for the Plan Commission:

1. Deny the Conditional Use Permit, based on failure to provide substantial evidence to meet one or more of the regulatory standards.
2. Approve the Conditional Use Permit without conditions, based on successfully providing substantial evidence of regulatory compliance.
3. Approve the Conditional Use Permit with conditions as identified by the Plan Commission:
 - Commercial Animal Boarding shall be limited to 10 dogs.

STAFF RECOMENDATION:

- Staff recommends approval of this Conditional Use Permit with conditions.

ATTACHMENTS:

- Application materials