

PLAN COMMISSION MINUTES

May 11th, 2026

The Plan Commission meeting met at 430pm in the Council Chambers with the following members present: Mayor Robert Stocks, Alderperson Ken Berg, Kerry Kneser, Tom Levi, Melissa Lampe, City Engineer Andrew Beyer, Zoning Administrator Brian Zirbes. Nick Krueger attended virtually.

Others in attendance: Bob & Tracy Johnson; Bill Nelson; Pat Kleinsteinber; Mark & Ann Schwartz; Tracy Timm; Terry Boehme.

1. Call to Order

Mayor called the meeting to order at 4:31pm

2. Approval of Minutes

A. Review and take Action: Site Review minutes dated April 27th, 2026

B. Review and take Action: Plan Commission minutes dated April 27th, 2026

Motion by Kneser, seconded by Levi to approve these minutes, which was passed unanimously.

3. Business

A. Public Hearing: 504 Brookstone Way-Request for Conditional Use Permit (CUP) for an accessory structure exceeding total of 1,000 sq ft under Section 550-56C(1)(b){1} and exceeding maximum height of 15 ft for an accessory structure under Section 550-83C

No PH comments made.

B. Review and take action: 504 Brookstone Way-Request for Conditional Use Permit (CUP) for an accessory structure exceeding total of 1,000 sq ft under Section 550-56C(1)(b){1} and exceeding maximum height of 15 ft for an accessory structure under Section 550-83C

Brian stated the applicant wants to construct a new 1280 sq ft garage. The property also contains two existing small sheds which will be removed. With the existing garage the total sq footage of the accessories will be 1,810 sq ft. Secondly, this applicant wants the proposed new garage to be 24 ft at roof peak height. Alderperson Berg had some concerns about the overall size of these accessory structures being larger than the house itself and by allowing this CUP we may be setting a precedent in doing so. Brian stated applicant otherwise meets all other requirements for a residential accessory structure and that there are two lots owned by this applicant which allows plenty of green space and distance between structures. Brian does recommend we require the maximum height of accessory structure be no more than 25 ft at the roof peak—giving them an extra foot to be safe. Mr Johnson told the Commission this garage is for personal use and not business related for its purpose. Levi noted the garage will be near the house but with plenty of distance between this new structure and house. Levi moved to approve these two CUP permit requests with the condition that the height of garage not exceed 25 ft at roof peak, seconded by Beyer and approved unanimously.

C. Review and take action: 416 College Avenue—Certified Survey Map (CSM)

Request

Brian stated the applicant wants to create a two lot CSM to transfer a portion of land between two existing parcels, shifting the property line to the south. In doing so each parcel will have 50 feet of frontage which is the minimum under our city code while also giving an 8 ft setback for parcels 416 & 418 College Avenue. The property owner at 416 College Avenue is initiating this CSM change in boundaries to accommodate a planned addition and deck improvement. Motion to approve the CSM request for change in property lines for 416 & 418 College Ave parcels by Beyer, seconded by Lampe without conditions. Motion approved unanimously.

D. Review and take action: N7699 Switzke Road—Extraterritorial Certified Survey Map (ET CSM) Request

A request by Patrick Kleinstein to create a three lot CSM within the city of Watertown 3 mile extraterritorial plat review jurisdiction. Each parcel or lot will be 2 acres in size within the town of Watertown, with access off Switzke Road. The existing 66 ft ROW is sufficient going forward with no changes contemplated in the future so all is good in that regard. Motion by Levi to approve the CSM as proposed with only requirement that signature page be corrected to add the mayor and clerk's signature lines to the page. This motion was seconded by Kneser & approved unanimously. It was noted the township has already approved this CSM.

4. Adjournment

A motion to adjourn at 4:53pm was made by Kneser, seconded by Lampe & passed unanimously

Respectfully submitted

Alderperson Ken Berg

All materials discussed at this meeting can be found at: https://files-backend.assets.thrillshare.com/documents/asset/uploaded_file/5330/Cow/99c48f67-db90-4c98-a528-b2dfed6c58e1/May-11%2C-2026-Plan-Commission-Meeting-Packet.pdf?disposition=inline.