

**BUILDING SAFETY & ZONING DIVISION**  
**PLAN COMMISSION STAFF REPORT**

TO: Plan Commission  
DATE: February 9th, 2026  
SUBJECT: Public Hearing and a Recommendation to Council – Planned Development (PD) Overlay Zoning District - Precise Implementation Plan (PIP).

A Public Hearing and a Recommendation to Council for a PD Overlay Zoning District – PIP requested by Northtown Partners LLC, agent for Cady Emerald LLC., on parcels located at 100 and 104 East Division Street, Watertown, WI. Parcel PIN(s): 291-0815-0412-029 & 291-0915-3343-053.

**SITE DETAILS:**

Acres: 0.52 & 1.10 acres  
Current Zoning: Central Business (CB) Zoning District  
Existing Land Use: Vacant  
Future Land Use Designation: Central Mixed Use

**BACKGROUND AND APPLICATION DESCRIPTION:**

The applicant is seeking a Recommendation to Common Council by the Plan Commission for a PD Overlay Zoning District – PIP. The proposed development looks to create two multi-family buildings with a zero-lot line shared wall between the two buildings. This shared wall will be located along the county- line between Dodge and Jefferson Counties and is required because a single building cannot be built across a property line (county-line). The proposed development will have 67 total units of varying types including: 4 studio apartments, 36 one-bedroom apartments, 16 two-bedroom apartments, 7 three-bedroom apartments, and 4 three-bedroom Townhomes. The multi-family buildings are proposed to be stepped down in height at the south and east ends to better blend the higher density buildings into the surrounding residential areas.

The proposed development will include 63 underground parking stalls with access from Cole Street and 47 surface parking stalls with access from Cole Street and East Division Street for a total of 110 proposed parking stalls.

A rezoning to Central Business (CB) Zoning and a Certified Survey Map (CSM) related to this development proposal were approved in April and July of 2025. A portion of Cole Street was also vacated for this development.

**STAFF EVALUATION:**

*Land Use and Zoning:*

The proposed PD Overlay Zoning District – PIP utilizes flexibilities to Zoning Standards as proposed in the Amended PD Overlay Zoning District - General Development Plan (GDP) and allowed under Section § 550-152B of the Zoning Code. The approved flexibilities include an allowance for Multi-Family Residential Land Use with dwelling units on the first floor within the Central Business (CB) Zoning District. Additional approved flexibilities within the Central Business (CB) Zoning District include exceeding the maximum building height limit and reductions to the required off-street parking dimensions for aisle widths and parking module width. The proposal also includes a reduction of the Waterway Overlay Zoning District setback requirements and additional signage due to the two-building/two address design.

The Central Business (CB) Zoning District has a minimum landscape surface ratio (LSR) of 0% and minimal landscaping point requirements for paved areas only. The proposed PD-PIP will have a LSR of 32% with a generous landscaping plan that exceeds all landscaping point requirements in the CB Zoning District. The Central Business (CB) Zoning District further prohibits development within the zoning district from taking direct access to a local residential street or a residential collector street. Both Cole and East Division Streets are classified as local streets and North Second Street is classified as a collector street. A flexibility to waive this requirement was approved by

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the PD Overlay Zoning District - GDP. An additional flexibility to exceed the 'Exterior lighting Standards' along the south end of the property was also approved.

Signage for the project will consist of a monument sign near N Second Street, auxiliary signs at the two entrances from E Division Street and Cole Street, and a wall sign on the building.

*Flexibilities allowed by a Planned Unit Development under Section § 550-152B:*

*B. Provision of flexible development standards for planned developments.*

- (1) Permitted location. Planned developments shall be permitted with the approval of a Planned Development Overlay Zoning District specific to the approved planned development.*
- (2) Flexible development standards. The following exemptions to the development standards of the underlying zoning district may be provided with the approval of a planned development:*
  - (a) Land use requirements. All land uses listed as "residential," "institutional" or "commercial" may be permitted within a planned development. Industrial land uses may only be allowed in Planned Developments that use an underlying zoning district which specifically list industrial uses as permitted or conditional uses.*
  - (b) Density and intensity requirements. All requirements listed for residential density and nonresidential intensity may be waived within a planned development.*
  - (c) Bulk requirements. All residential and nonresidential bulk requirements may be waived within a planned development.*
  - (d) Landscaping requirements. All landscaping requirements may be waived within a planned development.*
  - (e) Parking and loading requirements. All requirements for off-street parking, traffic circulation, and offstreet loading may be waived within a planned development.*
  - (f) Waterway Overlay District requirements. All Waterway Overlay District requirements may be waived within a planned development.*
- (3) Requirements to depict all aspects of development. Only development which is explicitly depicted on the required site plan approved by the Common Council as part of the approved planned development shall be permitted, even if such development (including all aspects of land use, density and intensity, bulk, landscaping, and parking and loading) is otherwise listed as permitted. Requested exemptions from these standards shall be made explicit by the applicant in the application and shall be recommended by the Plan Commission and approved explicitly by the Common Council. If not so requested and approved, such exemptions shall not be permitted.*

#### PUBLIC HEARING COMMENTS:

A Public Hearing for the proposed PD Overlay Zoning District – PIP was held by the Plan Commission on February 9th, 2026 [per §550-152G(6)]. The Plan Commission may consider any comments from that hearing prior to issuing a recommendation to Common Council.

#### SITE PLAN REVIEW COMMITTEE COMMENTS:

Site Plan Review Committee Comments from January 12<sup>th</sup>, 2026 regarding the PD Overlay Zoning District – PIP, if any, are included in the Plan Commission Packet. The Plan Commission may consider any comments or conditions from the committee.

#### PLAN COMMISSION OPTIONS:

The following are possible options for the Plan Commission:

1. Negative recommendation of the PD Overlay Zoning District – PIP to Common Council.
2. Positive recommendation PD Overlay Zoning District – PIP to Common Council.
3. Positive recommendation of the PD Overlay Zoning District – PIP to Common Council, with conditions identified by the Plan Commission:

#### STAFF RECOMMENDATION:

- Staff recommends a positive recommendation of the PD Overlay Zoning District – PIP to the Common Council.

#### ATTACHMENTS:

- Application materials.