

BUILDING SAFETY & ZONING DIVISION
PLAN COMMISSION STAFF REPORT

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

A Public Hearing and a Recommendation to Council for an amended Planned Development (PD) Overlay Zoning District – General Development Plan (GDP) 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 an amended Planned Development (PD) Overlay Zoning District – General Development Plan (GDP). The GDP was recommended to Common Council by the Plan Commission at its November 24th, 2025 meeting and approved by Common Council at its December 16th, 2025 meeting. 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 amended development will now have 67 total units (up from 65 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 amended development will now include 63 underground parking stalls (down from 65 stalls) with access from Cole Street and 47 surface parking stalls (up from 43 stalls) with access from Cole Street and East Division Street for a total of 110 proposed parking stalls (up from 108 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 proposed development.

STAFF EVALUATION:

Land Use and Zoning:

The proposed PD General Development Plan (GDP) is requesting flexibilities to Zoning Standards as allowed under Section § 550-152B of the Zoning Code. The requested 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 requested flexibilities within the Central Business (CB) Zoning District include exceeding the maximum building height limit (63'0" now requested) and reductions to the required off-street parking dimensions for aisle widths and parking module width (aisle widths of 24' previously approved). The proposal also requests a reduction of the Waterway Overlay Zoning District setback requirements (58' previously approved) and additional signage due to the two-building/two address design.

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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 amended PD-GDP will now have a LSR of 32% (down from 38%) 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 is being requested by the PD-GDP. An additional flexibility to exceed the 'Exterior Lighting Standards' along the south end of the property was also previously approved in the GDP.

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 amended PD-GDP was held by the Plan Commission on February 9th, 2026 [per §550-152F(2)]. 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 12th, 2026 regarding the PD-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 amended General Development Plan (GDP) to Common Council.
2. Positive recommendation of amended General Development Plan (GDP).
3. Positive recommendation of the amended General Development Plan (GDP), with conditions identified by the Plan Commission:

STAFF RECOMMENDATION:

- Staff recommends a positive recommendation of the amended Planned Development Overlay Zoning GDP to the Common Council.

ATTACHMENTS:

- Application materials.