

PLAN COMMISSION

MINUTES

MAY 22, 2023

The Plan Commission met on the above date in the Council Chambers.

The following members were present: Mayor McFarland, Ald. Blanke, Holloway, Konz, Lampe, Talaga, Zirbes.

Also in attendance were: Brittany Soto, Emily Bublite, Allen Thorrow, Mike Thorrow, John Donovan, and Mike Gross.

1. Call to order

2. Approval of Minutes

A. Site Plan Review minutes May 8, 2023

Motion to approve made by Holloway and seconded by Konz, passed on unanimous voice vote.

B. Plan Commission minutes May 8, 2023

Motion to approve made by Holloway and seconded by Lampe, passed on unanimous voice vote.

3. Business

A. Conduct public hearing: 1722 S. Church Street – Conditional Use Permit (CUP) request for a double drive through In-vehicle sales or service under Section 550-33B(2)(f)

Mayor McFarland opened the public hearing at 4:34pm and invited public comment.

Hearing none the public hearing was closed.

B. Review and take action: 1722 S. Church Street – Conditional Use Permit (CUP) request for a double drive through In-vehicle sales or service under Section 550-33B(2)(f)

Brian Zirbes (Zoning Administrator) presented the request for a CUP for 1722 S. Church Street. The proposed menu board is 48 sq. ft. and current ordinance allows for a maximum of 24 sq. ft. The proposed sign is the same size as the existing sign on the property. Emily Bublite was present representing Culver's. Motion to approve with the condition that the menu board gain compliance through one of three ways; either altering the design, through a variance, or by a zoning ordinance amendment was made by Holloway, and seconded by Lampe, passed on a unanimous voice vote.

C. Review public hearing comments and make recommendation to Common Council: Hunter Oaks Planned Unit Development Plan (PUD) General Development Plan (GDP)

Brian Zirbes presented the request for changes to the Hunter Oaks PUD/GDP. Blanke made a motion for a positive recommendation to the council seconded by Lampe, passed on a unanimous voice vote.

D. Review and take action: 2002 Airport Road – Preliminary Certified Survey Map (CSM)

Brian Zirbes presented the request for a CSM for the referenced property.

Motion to approve with no conditions made by Holloway and seconded by Konz, passed on a unanimous voice vote.

E. Review and take action: 1046 Meadow Street and 1048 Meadow Street – Condominium Plat

Brian Zirbes presented the request for a Condominium Plat for the referenced property.

Motion to approve with no conditions made by Holloway and seconded by Blanke, passed on a unanimous voice vote.

F. Initial review and schedule public hearing: Zoning Ordinance Text Amendments

Holloway wanted to commend Brian Zirbes for his work on the zoning ordinances.

Motion was made by Holloway and seconded by Lampe to set hearing date for June 20th, passed on a unanimous voice vote.

- G. Convene into closed session per Wis. Stat. Sec. 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.** (100 Western Ave., Watertown, WI 53094)

Motion by Lampe and seconded by Konz to convene to closed session per Wis. Stat. Sec. 19.85(1)(g), passed on a unanimous roll call vote.

H. Reconvene into open session

Motion was made to reconvene to open session by Lampe and seconded by Konz, passed on a unanimous vote.

- I. Review and take possible action:** transfer up to 58.996 acres of land from the Wastewater Department to General City Fund

The transfer has already received a positive recommendation from Public Works, and needs action from the Plan Commission.

Motion was made by Holloway and seconded by Lampe to move forward with the transfer, passed on a unanimous voice vote.

All materials discussed at this meeting can be found at:

<https://files4.revize.com/watertownwi/May%2022,%202023%20PC%20Packet.pdf>

4. Adjournment

Motion to adjourn was made by Lampe and seconded by Konz passed on a unanimous voice vote at 5:17pm.

Respectfully Submitted,

Alderman Brad Blanke