

SITE PLAN REVIEW COMMITTEE
July 24, 2023

The Site Plan Review Committee met on the above date at 1:30 P.M. in the Council Chambers on the second floor of City Hall. The following members were present: Brian Zirbes of Building, Safety & Zoning; Doug Zwieg of Building, Safety & Zoning; Maureen McBroom of Stormwater Utility; Strategic Initiatives and Development Coordinator Mason Becker; Kristine Butteris of Park & Rec; Matt Willmann of Streets; Jeff Meloy of the Police Department; Mike Zitelman of the Water Department; and Anthony Rauterberg of the Fire Department. Also in attendance was Heather Van Dam of the Watertown Humane Society.

1. Call to Order

The meeting was called to order by Chairperson Brian Zirbes.

2. Approval of Minutes

A. Review and take action: Site Plan Review Minutes Dated June 12, 2023

Motion was made by Doug Zwieg and seconded by Mike Zitelman to approve the June 12, 2023 Site Plan Review minutes as submitted. Unanimously approved.

3. Business

A. Review and take action: 418 Water Tower Court – proposed office and kennel addition to existing building

Executive Director Heather Van Dam of the Watertown Humane Society was present to explain the proposed improvements to the office space, kennel space, and low cost spay/neuter clinic.

The following was presented by staff:

Building:	The final plans submitted with the permit will have to have additional detail. A digital copy of plans shall be submitted as well.
Fire:	Asked about a sprinkler system in the building. There currently is none. There is a proposed fire wall that may be put into place with this project. The architect will be reviewing the requirements and the information should be included in the plans. It shall be noted that anything 5,000 sf or more will require sprinklers.
Eng/Stormwater:	There is no exterior grading, parking lot, etc., work is proposed. If anything changes, erosion control permits are required at 3,000 SF or more of disturbance. No parking lot changes are proposed.
Parks:	No comments.
Police:	No comments.
Streets:	No comments.
Water:	No comments.

Motion was made by Doug Zwieg and seconded by Anthony Rauterberg to recommend approval of this proposal to Plan Commission with inclusion of the above comments.

Unanimously approved.

4. Adjournment

Motion was made by Doug Zwieg and seconded by Matt Willmann to adjourn. Unanimously approved.

Respectfully submitted,
Nikki Zimmerman, Recording Secretary

NOTE: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.