

SITE PLAN REVIEW COMMITTEE

June 12, 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; Andrew Beyer of Engineering; Strategic Initiatives and Development Coordinator Mason Becker; Kristine Butteris of Park & Rec; Matt Willmann of Streets; Ben Olsen of the Police Department; Tim Hayden of the Water Department; and Anthony Rauterberg and John Duvernell of the Fire Department. Also in attendance were: Recording Secretary Nikki Zimmerman; Jennifer Getz of St. Jude Academy, Inc.; and Watertown Fire Chief Travis Teesch. Joining virtually were Trevor Frank and Mark Zvitkovits of Short Elliott Hendrickson (SEH).

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 May 8, 2023

Motion was made by Doug Zwieg and seconded by Tim Hayden to approve the May 8, 2023 Site Plan Review minutes as submitted. Unanimously approved.

3. Business

A. Review and take action: 111 S. Montgomery Street – proposed St. Jude Academy, Inc.

Jennifer Getz was present to describe the proposed project. St. Jude Academy, Inc. is looking to utilize up to 3 out of the 4 classrooms in the upper level of the older portion of the St. Bernard School for a private Catholic high school.

The following was presented by staff:

Building:	Verified that there will not be any remodeling done to the rooms and that the bathrooms will be suitable for teenagers and adults.
Fire:	Verified that the proper exit signs are already in place.
Stormwater:	As long as nothing is being done with the parking lot area or exterior, there is nothing.
Parks:	No comments.
Police:	No comments.
Streets:	No comments.
Water:	No comments.
Engineering:	No comments.

Motion was made by Doug Zwieg and seconded by Maureen McBroom to recommend approval of this proposal to Plan Commission as submitted.

Unanimously approved.

B. Review and take action: Proposed new fire station

Watertown Fire Chief Travis Teesch was present to explain the proposed new fire station. This will be off of Bernard Street and Johnson Street. 2 parcels will be combined into one. The proposed tower has been moved so it will be 75 feet away from the main building.

The following was discussed by staff:

Building:	Plans will need to go to state for review.
Fire:	No comments.
Stormwater:	There is a storm easement for Johnson Street. The Engineering Department will work with proper individuals on this. Stormwater plans will need to be submitted as well as a stormwater permit.
Parks:	There are maintenance items which will need to be discussed.
Police:	No comments.
Streets:	There are maintenance items which will need to be discussed.
Water:	There is a 6" main on both Bernard Street and Johnson Street that could be tied into.

Engineering: The cold storage is pretty close to the storm easement along Johnson Street. That cold storage structure may need to be shifted. Driveway widths will have to meet the proper codes.

Motion was made by Anthony Rauterberg and seconded by Doug Zwieg to recommend approval of this proposal to Plan Commission contingent on the items discussed above.

Unanimously approved.

C. Review and take action: 1901 Market Way – fireworks sales

There was not a representative present at this meeting. Since TNT Fireworks has completed sales at this location (Walmart parking lot) in previous years, discussion proceeded.

The following was discussed by staff:

Building: No comments.

Fire: Exit signs will need to be present, fire extinguishers need to be in place and an inspection will have to be completed prior to opening.

Stormwater: No comments.

Parks: No comments.

Police: Adherence must be made to City of Watertown Code Section 410-13F(1) and Wisconsin State Statutes 167.10

Streets: No comments.

Water: No comments.

Engineering: No comments.

Motion was made by Doug Zwieg and seconded by Tim Hayden to approve this item contingent upon the requirements from the Fire Department and Police Department mentioned above.

Unanimously approved.

4. Adjournment

Motion was made by Doug Zwieg and seconded by Tim Hayden 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.