

BUILDING SAFETY & ZONING DIVISION
PLAN COMMISSION STAFF REPORT

TO: Plan Commission
DATE: June 23rd, 2025
SUBJECT: Initial Review and Schedule a Public Hearing – Rezoning

Initial review and setting of a public hearing date for a rezoning requested by the City of Watertown on a parcel located Milford Street – CTH A, Watertown, WI. Parcel PIN(s): 291-0815-0832-005.

SITE DETAILS:

Acres: 63 acres
Current Zoning: Planned Office and Institutional (PO) Zoning District
Existing Land Use: Vacant/Agricultural
Future Land Use Designation: Planned Mixed Use

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to change the zoning designation from the Planned Office and Institutional (PO) Zoning District to the Planned Industrial (PI) Zoning District to facilitate the future sale and development of this parcel. The Future Land Use designation in the Comprehensive Plan for this parcel is Planned Mixed Use, with the Planned Industrial (PI) Zoning District being an appropriate zoning district for this Future Land Use designation. See the attached memo for more details on the rationale for the zoning change.

STAFF EVALUATION:

Land Use and Zoning:

Nearby Future Land Use designations include Single-Family, Institutional, and Mixed Industrial to the west, Planned Neighborhood to the north, and Planned Mixed use to the south and east.

Nearby Zoning includes Single-Family Zoning to the south, west, and north, General Industrial to the west, and Planned Office and Institutional Zoning to the north and east.

Zoning Code

The zoning code requires the Plan Commission to conduct an initial review of the rezoning request and schedule a public hearing before the Common Council.

Per Section § 550-141E:

E. Initial review by the Plan Commission and scheduling of Common Council public hearing. The Common Council shall not make an amendment to the Official Zoning Map without allowing for a recommendation from the Plan Commission per the provisions of this subsection.

(1) The Plan Commission shall schedule a reasonable time and place for a public meeting to hear the application within 45 days of the acceptance and determination of the complete application as determined by the Zoning Administrator. The applicant may appear in person, by agent and/or by attorney.

(2) Within 60 days after the public meeting (or within an extension of said period requested in writing by the applicant and granted by the Plan Commission), the Plan Commission shall schedule a public hearing before the Common Council.

(3) *If the Plan Commission recommends approval of an application, it shall state in the minutes or in a subsequently issued written decision its conclusion and any finding of facts supporting its conclusion as to the following: that the potential public benefits of the proposed amendment outweigh any and all potential adverse impacts of the proposed amendment, as identified in Subsection D(3)(a) through (c) above, after taking into consideration the proposal by the applicant*

PLAN COMMISSION OPTIONS:

The following are possible options for the Plan Commission:

1. Set public hearing date for July 15th, 2025.
2. Set public hearing to a later date.

STAFF RECOMMENDATION:

- Staff recommends setting the Common Council public hearing date for this item for July 15th, 2025.

ATTACHMENTS:

- Application materials.