

SITE PLAN REVIEW COMMITTEE
February 27, 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; Jeff Meloy of the Police Department; Kristine Butteris of Parks, Recreation & Forestry; Mike Zitelman of the Water Department; Maureen McBroom of Stormwater Utility and Engineering; Anthony Rauterberg of the Fire Department; and Matt Willmann of the Street Department. Also in attendance were Nathan Peters and Tina Crave.

1. Call to Order

The meeting was called to order by Chairperson Brian Zirbes.

2. Review and approve Site Plan Review Committee Minutes Dated February 13, 2023

Motion was made by Doug Zwieg and seconded by Kristine Butteris to approve the February 13, 2023 Site Plan Review minutes as submitted. Unanimously approved.

3. Review and take action: 713 Milford Street – Proposed youth crisis mental health facility

Nathan Peters and Tina Crave of the Greater Watertown Community Health Foundation were present to explain the proposal. The Greater Watertown Community Health Foundation is proposing to lease out a 6,700 square foot building for a youth crisis mental health facility. Jefferson County would work with Wisconsin Community Services to implement this intake facility for children between the ages of 10 and 17 so the youths could stay between 3-5 days until it is deemed safe for them to return home. There are currently only 2 facilities of this nature in Wisconsin. This would be the third.

The following was presented by city staff:

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| Zoning: | There is an associated rezoning for this property to adjust the northern boundary to match the remaining property area. This will be going to Plan Commission for a public hearing for the conditional use permit request on March 13, 2023. Additional information will be needed for the lighting plan as well as the passenger loading area. |
| Building: | Architect-stamped plans will be required for the remodeling. The plans can be reviewed in-house at the city. Be sure to apply for the appropriate permits. |
| Fire: | A final inspection will need to be completed before official use, including the sprinkler and alarm system. |
| Police: | Clarified that the admissions will be a voluntary basis. There will be gender separations for the bedrooms and restrooms (6 on one side, 6 on the other). The kitchen and living room are shared areas and will be staffed. |
| Mayor: | Confirmed that the driveway will be private. |

Motion was made by Doug Zwieg and seconded by Maureen McBroom to recommend approval to the Plan Commission for this item as submitted with the following conditions:

- A) Final inspection with the Fire Department.
- B) Obtain the required permits from the Building, Safety & Zoning Department.

Unanimously approved.

4. Adjournment

Motion was made by Doug Zwieg and seconded by Mike Zitelman 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.