

SITE PLAN REVIEW COMMITTEE

September 14, 2026

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: Mayor Robert Stocks, Brian Zirbes – Zoning, Mike Jacek – Building Inspection, Andrew Beyer and Nathan Williams – Engineering, Maureen McBroom – Stormwater, Tim Hayden – Water/Wastewater, Laura Bohlman – Police, Don Dishno – Fire Department, Stacy Winkelman – Streets & Solid Waste, Ryan Schmidt – Parks & Rec., and Manager of Economic Development and Strategic Initiatives Deb Sybell.

Also in attendance were Kristian Yanez of 4th Dimension Real Estate, Boyd Coleman of StrucRite, Inc., Alex Jerome of Grothman & Associates, Fred Bachmann of FNB Properties, LLC, Bill Canfield of Canfield Custom Buildings, and Nikki Zimmerman.

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 August 24, 2026

Motion was made and seconded to approve the minutes as submitted. Unanimously approved.

3. Business

A. Review and Take Action: 1310 Memorial Drive proposed 24-unit multifamily residential development

Kristian Yanez of 4th Dimension Real Estate was present to explain the project. The project is for a potential of two 12-unit residential buildings.

The following was presented by staff:

Fire:	A full set of plans will be needed for the Fire Department to review. Both buildings would need a Knox Box.
Building:	State approval of the plans will be needed along with a building permit from the Building Safety & Zoning Department once the state review is completed.
Police:	No concerns.
Mayor:	No concerns.
Stormwater:	A stormwater and erosion control permit will be required. The lots feed into an existing stormwater basin. When more detailed plans are created, further discussions can be completed.
Engineering:	A written statement from the Wisconsin DOT will need to be submitted to the Engineering Department regarding the right of way area.
Zoning:	The frontage road access area will require a written statement from the DOT; a Conditional Use Permit (CUP) would be needed for a Group Development; a Certified Survey Map (CSM) would have to be completed; a complete landscape plan needs to be submitted; and a complete lighting/photometric plan needs to be submitted.
Parks & Rec:	No concerns.
Water/Wastewater:	There is a sanitary lateral off the frontage road that should be adequate to be used for this project. The water line appears that it would run under the buildings. Items may need to be shifted. More detailed plans will be required to review this further.
Streets/Solid Waste:	Garbage and recycling will have to be handled through a private service.
Econ. Development:	No concerns.

Motion was made and seconded to recommend this item return to the Site Plan Review Committee when the following is completed:

1. A written statement from Wisconsin DOT regarding the DOT's direction on the frontage road access area.
2. More detailed plans that clearly show water laterals, stormwater plans, landscaping plans, lighting/photometric plans.

Unanimously approved.

B. Review and take action: 1828 River Drive airplane hangar

Bill Canfield of Canfield Custom Buildings was present. This item is for a proposed airplane hangar 62' wide x 60' deep x 18' high which will be heated.

The following was presented by staff:

Fire:	Address numbers and the taxiway designation needs to be clearly posted on the exterior of the building.
Building:	State approval of the plans will be needed along with a building permit from the Building Safety & Zoning Department once the state review is completed.
Police:	No concerns.
Mayor:	No concerns.
Stormwater:	No concerns.
Engineering:	No concerns.
Zoning:	No concerns.
Parks & Rec:	No concerns.
Water/Wastewater:	No concerns.
Streets/Solid Waste:	No concerns.
Econ. Development:	No concerns.

Motion was made and seconded to present this item with a positive recommendation to the Plan Commission contingent upon:

1. Address numbers and taxiway designation being clearly posted on the exterior of the building.
2. State approval of the plans will be needed along with a building permit from the Building Safety & Zoning Department once the state review is completed.

Unanimously approved.

C. Review and take action: 421 Dayton Street building addition

Boyd Coleman was present. The applicant is proposing to construct a warehouse addition attached to an existing industrial building. The warehouse addition will be 7,600 SF (80x95) and include a 960 SF (32x30) connector building between the warehouse and the existing manufacturing building. The new additions would be used for the storage of materials and shipping and receiving functions.

The following was presented by staff:

Fire:	A full set of plans will be needed for the Fire Department to review following the NFPA1 Fire Codes.
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Building:	State approval of the plans will be needed along with a building permit from the Building Safety & Zoning Department once the state review is completed.
Police:	No concerns.
Mayor:	No concerns.
Stormwater:	An Erosion Control and Stormwater Permit will be required. There is a sump discharge that seems to be going to the east. Further details will be needed on this to discuss where an appropriate discharge area would be.
Engineering:	All off-street parking must meet city and ADA requirements.
Zoning:	No concerns.
Parks & Rec:	No concerns.
Water/Wastewater:	No concerns.
Streets/Solid Waste:	No concerns.
Econ. Development:	No concerns.

Motion was made and seconded to present this item with a positive recommendation to the Plan Commission contingent upon:

1. A full set of plans will be needed for the Fire Department to review following the NFPA1 Fire Codes.
2. State approval of the plans will be needed along with a building permit from the Building Safety & Zoning Department once the state review is completed.
3. Submittal and approval of an Erosion Control and Stormwater Permit.
4. All off-street parking meeting city and ADA requirements.

Unanimously approved.

D. Initial review and take action: 1200 Wakoka Street and 1202 Wakoka Street site plan review

Fred Bachmann of FNB Properties, LLC was present. The applicant is proposing to construct a multi-tenant commercial building which will house the Bachmann Pools and Spas Service Center, an auto repair business, and two other future tenant spaces.

The following was presented by staff:

Fire:	A full set of plans will be needed for the Fire Department to review, including the mezzanine area and the building would need a Knox Box.
Building:	State approval of the plans will be needed along with a building permit from the Building Safety & Zoning Department once the state review is completed.
Police:	No concerns.
Mayor:	No concerns.
Stormwater:	An Erosion Control and Stormwater Permit will be required. Note that the Street Opening permits are not issued from November 15 – April 15.
Engineering:	The proposed apron on Wakoka Street is 104' which exceeds the allowable city width. This will need special approval.
Zoning:	A color rendering is needed as well as an update on the materials that will be used for the building's exterior.

Parks & Rec:	On the plans there is a proposed oak tree in the northwest portion on Hart Street that will need to be moved slightly since there is already a tree in that location.
Water/Wastewater:	The sanitary lateral currently goes into the manhole. This will need to be tied into the main instead.
Streets/Solid Waste:	Reinstated the street opening permits will be unavailable from November 15 – April 15. Curb Cut permits are completed through the Engineering Department.
Econ. Development:	No concerns.

Motion was made and seconded to present this item with a positive recommendation to the Plan Commission contingent upon:

1. A full set of plans submitted to the Fire Department including the mezzanine area.
2. Installation of a Knox Box.
3. State approval of the plans will be needed along with a building permit from the Building Safety & Zoning Department once the state review is completed.
4. Submittal and approval of an Erosion Control and Stormwater Permit.
5. Discuss the width of the apron on Wakoka Street with the Engineering Department regarding the 104' width.
6. Submittal of a color rendering.
7. Clarification on the materials being used on the exterior of the building.

Unanimously approved.

E. Review and take action: Brandt-Quirk Park Pickleball Complex

Ryan Schmidt was present. Watertown Active Living Initiative and the City of Watertown Park and Rec are proposing an eight-court pickleball complex at Brandt-Quirk Park to the east of the existing tennis complex.

The following was presented by staff:

Fire:	No concerns.
Building:	No concerns.
Police:	No concerns.
Mayor:	No concerns.
Stormwater:	An Erosion Control and maybe post construction stormwater will be required.
Engineering:	No concerns.
Zoning:	No concerns.
Parks & Rec:	Recused himself for this item.
Water/Wastewater:	No concerns.
Streets/Solid Waste:	No concerns.
Econ. Development:	No concerns.

Motion was made and seconded to present this item with a positive recommendation to the Plan Commission contingent upon Submittal and approval of an Erosion Control and Stormwater Permit.

Unanimously approved.

4. Adjournment

Motion was made and seconded 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.