



BUILDING SAFETY & ZONING DIVISION PLAN COMMISSION STAFF REPORT

TO: Plan Commission
DATE: March 9th, 2026
SUBJECT: Recommendation to Council, Gateway Subdivision - Final Plat

A request by the Greater Watertown Community Health Foundation for review of the 'Gateway Subdivision' Preliminary Plat within the City of Watertown. Parcel PIN(s): 291-0815-1631-003.

SITE DETAILS:

Acres: 1.17
Current Zoning: Multi-Family Residential - 8 (MR-8)
Existing Land Use: Vacant Land
Future Land Use Designation: Planned Neighborhood

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to create a seven (7) lot subdivision plat of single-family lots. All seven lots will access Gateway Drive with no additional ROW dedications being required. The proposed plat will not dedicate parkland, rather a 'fee in lieu of dedication' will be paid at the time of final plat approval. The proposed lots are located within the Airport Approach Protection Zone with a maximum elevation of 968 feet above mean sea level for all buildings and vegetation. A note indicating this elevation has been added to the plat. A rezoning to Single-Family Residential (SR-4) and a rezoning to a Planned Development Overlay Zoning District (PD) are also pending for this proposed plat. The PD Overlay rezoning is necessary to allow for the requested reduction of Minimum Lot Area to 7,000 SF, the reduction of Minimum Lot Width to 54 ft, and the increase in Maximum Gross Density to 7.00du/acre.

STAFF EVALUATION:

Wisconsin Statutes

Per the Wisconsin Statutes it is the role of the Plan Commission to review and recommend to Council all plats of land within the City.

Per Wisconsin State Statute § 62.23(5):

(5) Matters referred to city plan commission. *The council, or other public body or officer of the city having final authority thereon, shall refer to the city plan commission, for its consideration and report before final action is taken by the council, public body or officer, the following matters: The location and architectural design of any public building; the location of any statue or other memorial; the location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition of land for or lease of land for any street, alley or other public way, park, playground, airport, area for parking vehicles, or other memorial or public grounds; the location, extension, abandonment or authorization for any public utility whether publicly or privately owned; all plats of lands in the city or within the territory over which the city is given platting jurisdiction by ch. 236; the location, character and extent or acquisition, leasing or sale of lands for public or semipublic housing, slum clearance, relief of congestion, or vacation camps for children; and the amendment or repeal of any ordinance adopted pursuant to this section. Unless such report is made within 30 days, or such longer period as may be stipulated by the common council, the council or other public body or officer, may take final action without it.*

Land Use

Within the City Code, Chapter 545 Subdivision of Land outlines the procedures and requirements for final plat review of subdivisions within the City. [per § 545-14] Under the final platting procedures, requests for approval of the final plat shall be submitted to the Plan Commission and the State of Wisconsin. The plat can also be sent to the county for review and comment.

Jefferson County Comments:

Jefferson County has provided comments on the Final Plat. The comments include an incorrect property line distance and a needed correction to the Gateway Drive ROW. The applicant has indicated all these items have been corrected on the Final Plat.

State Agency Comments:

WDOA comments on the Final Plat have not yet been received. The deadline for WDOA comments is March 12th, 2026. If no objections from the WDOA have been received by that date, it is deemed that WDOA has no objections and the plat can be certified (WI Stat. 236.12).

The Plan Commission shall recommend approval, denial, or approval with conditions of the Final Plat to the Common Council [*per* § 545-14A(3)].

PLAN COMMISSION OPTIONS:

The following possible options for the Plan Commission:

1. Recommend denial the final plat to the Common Council.
2. Recommend approval of the final plat to the Common Council without conditions.
3. Recommend approval of the final plat to the Common Council with conditions identified by the Plan Commission:
 - Make any changes or corrections to the plat as identified by the WDOA.
 - Obtain Erosion Control and Storm Water Runoff Permit review and approval if land disturbance exceeds one acre.
 - Obtain final approval of the Planned Development Overlay Zoning associated with this plat.
 - Add a note to the plat pertaining to payment of parkland fees 'in lieu of dedication'.
 - Add a note to the plat pertaining to drainage and stormwater requirements.

STAFF RECOMMENDATION:

- Staff recommends the final plat be sent to the Common Council for approval with conditions.

ATTACHMENTS:

- Application materials.