

**PLAN COMMISSION
MINUTES
AUGUST 14, 2023**

The Plan Commission met on the above date in the Council Chambers.

The following members were present: Mayor McFarland, Blanke, Holloway, Krueger (remote), Lampe, Talaga (remote), Zirbes. Also in attendance were Ruth Mack of Loeb & Co., LLP; Helen Weihert, and Heather Van Dam.

1. Call to order (4:30pm)

2. Approval of Minutes (A and B voted on jointly)

A. Site Plan Review minutes July 24, 2023

Motion to approve the June 24th Minutes was made by Konz and seconded by Lampe, passed on unanimous voice vote.

B. Plan Commission minutes July 24, 2023

Motion to approve the June 24th Minutes was made by Konz and seconded by Lampe, passed on unanimous voice vote.

3. Business

A. Review and take action: 418 Water Tower Court – proposed office and kennel addition to existing building

Brian Zirbes presented the request for a proposed building addition at 418 Water Tower Court (Watertown Humane Society). This is for additional office and kennel space.

Motion was made by Holloway and seconded by Lampe to approve the site plan with the condition that a lighting plan consistent with the zoning code be submitted, passed on a unanimous voice vote.

B. Review and take action: N8890 West Road – Extraterritorial Certified Survey Map (CSM)

Brian Zirbes presented the request for a proposed CSM from Helen Weiart for N8890 West Road. No right away or airport approach issues for this CSM.

Motion was made by Holloway and seconded by Blanke to approve the request for a preliminary extraterritorial CSM without conditions, passed on a unanimous voice vote.

C. Review and take action: 1014 S. Second Street – Certified Survey Map (CSM)

Brian Zirbes presented the request for a proposed CSM from Loeb and company for a CSM for 1014 S. Second Street. This request would split the current lot into two separate lots, one of 2.1 acres and another of .857 acres.

Motion was made by Konz and seconded by Holloway to approve the CSM creating a two lot parcel at the current address of 1014 S. Second Street, passed on a unanimous voice vote.

D. Review public hearing comments and make recommendation to Council: rezoning ordinance for new fire station

No comments were made at the public hearing. It was noted that there was one area that was currently two family however the correct current zoning is multi family. That correction has been made on the ordinance change.

Motion was made by Holloway and seconded by Blanke to make a positive recommendation with the conditions identified by the Plan Commission and noting the clerical error that incorrectly identified two family zoning to the common council, passed on a unanimous voice vote.

E. Review public hearing comments and make recommendation to Council: 1722 S. Church Street text amendments for drive thru

No comments were made at the public hearing. This is an update to the City of Watertown Zoning Code Chapters 550-131 and 550-132 relating to permitted sign rules and drive thru signage.

Motion was made by Lampe and seconded by Holloway to make a positive recommendation to the common council, passed on a unanimous voice vote.

All materials discussed at this meeting can be found at:

<https://cms4files.revize.com/watertownwi/Plan%20Commission%20Meeting%20Packet%20August%2014,%202023.pdf>

4. Adjournment

Motion to adjourn was made by Lampe and seconded by Holloway and passed on a unanimous voice vote at 4:44pm.

Respectfully Submitted,

Alderman Brad Blanke