

SITE PLAN REVIEW COMMITTEE
June 10, 2024

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; Doug Zwieg of Building, Safety & Zoning; Mayor Emily McFarland; Tanya Reyen of the Fire Department; Andrew Beyer of the Engineering Department; Maureen McBroom of Stormwater; Stacy Winkelman of the Street Department; Tim Hayden of the Water Department; Jeff Meloy of the Police Department; Kristine Butteris of Park & Rec; and Strategic Initiatives and Development Coordinator Mason Becker. Also in attendance were Nikki Zimmerman, David Hoefgen of American Rentals; Andrew Schmidt; Tracy Schroeder of GWCHF; Bert Zenker of MSI General; Nate Peters of GWCHF; Abby Filali of Go Riteway; Kurt Liebenow of Watertown Moravian Church; and Jennifer Getz of St. Jude Academy. Virtually present were Casey Clickner, Matt Sokol, Bendan Kons, Jim Zuern, and Judy Buchs.

1. Call to Order

The meeting was called to order by Chairperson Brian Zirbes.

A. Roll Call

Roll call was completed.

2. Approval of Minutes

A. Review and take action: Site Plan Review Minutes Dated May 13, 2204

Motion was made by Doug Zwieg and seconded by Stacy Winkelman to approve the minutes as submitted. Unanimously approved.

3. Business

A. Review and take action: 700 Hoffman Drive Preliminary Plat

The applicant was present to explain the project. This is

The following was presented by staff:

Building: No comments

Fire: The radius looks good. The hydrants will have to be moved to the road.

Stormwater: Deferred to Andrew Beyer of the Engineering Department.

Engineering: A sanitary sewer easement appears to exist. This should be verified. Language to be added to the plat regarding location of residential lots within 500' of city's wastewater treatment facilities (mechanical treatment facilities, effluent holdings and polishing ponds) and within 1000' of sludge holding facilities and spray irrigation systems. Draft language to be provided by city for inclusion in plat.

Drainage easements for lots and best management practices need to be shown on plat – see Section 545-34

If high groundwater was encountered during borings, need to be noted on the plat – see Section 545-34(D)

Will public access easements be included in plat for sidewalk/paths not in right-of-way? Outlot space would have access.

Streets and Solid Waste: No comments.

Parks: No comments.

Water/Wastewater: No comments.

Mayor: No comments.

Police: No comments.

Zoning: The Department of Administration submitted their letter. They directed the alterations be made to the legal description and the Hoffman Drive right-of-way that adjoins the subdivision must be clearly shown and identified on the final plat. Jefferson County also noted some changes that needed to be made.

Motion was made by Doug Zwieg and seconded by Maureen McBroom to move this item onto Plan Commission contingent upon:

-The review & approval of the stormwater/erosion control permit. Note that Hoffman Drive is one ingress/egress to Wastewater Treatment Facility.

-Inclusion of language to be added to the plat regarding location of residential lots within 500' of city's wastewater

treatment facilities (mechanical treatment facilities, effluent holdings and polishing ponds) and within 1000' of sludge holding facilities and spray irrigation systems.

-Hydrants to be moved within the right of way.

Unanimously approved.

B. Review and take action: 1800 S. Church Street – Site/Building Review

Brendan Kons was present virtually to explain the project. This is for improvements to the building, add exterior storage and a fuel depot.

The following was presented by staff:

Building: The plans will have to go to State for approval.

Fire: No comments.

Stormwater: The project will require an erosion control & stormwater permit. Check with DNR to verify if any permits will be required through them.

Engineering: No comments.

Streets and Solid Waste: No comments.

Parks: No comments.

Water/Wastewater: No comments.

Mayor: The proposal looks very nice and the

Police: No comments.

Zoning: No comments.

Motion was made by Doug Zwieg, seconded by Mayor McFarland to move this item to Plan Commission contingent upon:

-The erosion control permit review and approval.

Unanimously approved.

C. Review and take action: 1819 River Drive – 50' x 60' airplane hangar

The applicant David Hoefgen was present to explain the project. This is for a 50' x 60' airplane hangar post-frame construction. White roof, white sides for one airplane. Contractors will be putting in sewer/water & electric and will pull their own permits for this work.

The following was presented by staff:

Building: A residential building permit will be required along with a separate set of plans and a digital copy of the plan set.

Fire: No comments. Email conversations have occurred regarding the location of the hydrant location.

Stormwater: An erosion control permit will be required.

Engineering: No comments.

Streets and Solid Waste: No comments.

Parks: No comments.

Water/Wastewater: No comments.

Mayor: No comments.

Police: No comments.

Zoning: No comments.

Motion was made by Doug Zwieg, seconded by Mayor McFarland to forward this item to Plan Commission contingent upon review & approval of the erosion control permit and submittal and approval of the building permit.

Unanimously approved.

D. Review and take action: 1832 River Drive – 66' x 64' airplane hangar

Andrew Schmidt was present to explain the project. This is for a 66' x 64' private-use airplane hangar.

The following was presented by staff:

Building:	A residential building permit will be required along with a separate set of plans and a digital copy of the plan set.
Fire:	No comment.
Stormwater:	An erosion control permit will be required. There is a drainage swale next to the road. The plans should reflect this.
Engineering:	No comments.
Streets and Solid Waste:	No comments.
Parks:	No comments.
Water/Wastewater:	No comments.
Mayor:	No comments.
Police:	No comments.
Zoning:	No comments.

Motion was made by Doug Zweg, seconded by Mayor McFarland to forward this item to Plan Commission contingent upon review & approval of the erosion control permit and submittal and approval of the building permit.

Unanimously approved.

E. Review and take action: 1901 Market Way – fireworks sales

Matt Sokol was present virtually to explain the project. This is for fireworks sales at the Wal-Mart parking lot, as have been completed in previous years.

The following was presented by staff:

Building:	No comments.
Fire:	Verified there will be extinguishers and the tent must be fireproof.
Stormwater:	No comments.
Engineering:	No comments.
Streets and Solid Waste:	No comments.
Parks:	No comments.
Water/Wastewater:	No comments.
Mayor:	No comments.
Police:	No comments.
Zoning:	No comments.

Motion was made by Doug Zweg, seconded by Kristine Butteris to approve this item contingent upon fire extinguishers always being onsite and the fireproof tent.

Unanimously approved.

F. Review and take action: 510 Cole Street – School Use

Jennifer Getz was present to explain the project. This is for a proposed Catholic High School at Watertown Moravian Church on the third floor.

The following was presented by staff:

Building: Make sure all exit lights are working properly.
Fire: Ensure there are fire extinguishers on the third floor.
Stormwater: No comments.
Engineering: No comments.
Streets and Solid Waste: Private service for garbage and recycling would have to be obtained.
Parks: No comments.
Water/Wastewater: No comments.
Mayor: No comments.
Police: No comments.
Zoning: No comments.

Motion was made by Doug Zwieg, seconded by Maureen McBroom to approve this item contingent upon:

- The exit lights
- Fire extinguishers
- Private garbage

Unanimously approved with Mayor McFarland abstaining.

G. Review and take action: 1532 S. Church Street & 1536 S. Church Street – Group Development

This is for a condo development. The existing building would be split into 2 condo units owned by 2 separate businesses.

The following was presented by staff:

Building: Stamped, engineered plans will be needed for any alterations.
Fire: No comments.
Stormwater: There is an easement with the city for the parking area immediately north of the building. There is a retaining wall and land in this area. The easement expires in 2027 and additional discussions will have to occur prior to the end of this lease. How will this be dealt with 2 owners. Will there be a condo association? This will be addressed in the condo declaration which has not yet been recorded. The unit owners will each have a vote. The easement has not yet been discussed but it will likely go with the condo association.
Engineering: No comments.
Streets and Solid Waste: No comments.
Parks: No comments.
Water/Wastewater: No comments.
Mayor: No comments.
Police: No comments.
Zoning: No comments.

Motion was made by Doug Zwieg, seconded by Stacy Winkelman to approve this item contingent upon:

- Stamped, engineered plans for any renovations.
- Notation of the easement lease

Unanimously approved.

H. Review and take action: 211 Hiawatha Street – Site/Building Review

Bert Zenker of MSI was present to explain the project. A portion of the building will be torn down along with another building onsite and an addition will occur to the existing portion of the structure. Parking will be redone as well. There is also a retention area for surface drainage onsite.

The following was presented by staff:

Building:	A demolition permit will be required to be submitted to the Building, Safety, & Zoning. Approvals can be done in house, but stamped plans will be required.
Fire:	Asked about fire protection. This is not required and that will be noted on the plan set.
Stormwater:	An erosion control and stormwater permit will be required. There are a few items that still need to be submitted.
Engineering:	No comments.
Streets and Solid Waste:	No comments.
Parks:	No comments.
Water/Wastewater:	No comments.
Mayor:	No comments.
Police:	No comments.
Zoning:	No comments.

Motion was made by Doug Zwieg, seconded by Andrew Beyer to approve this item contingent upon:

- Review and approval of the erosion control & stormwater permit.
- Stamped plans for any renovation/remodel work.
- Submittal and approval of the demolition permit.

Unanimously approved.

4. Adjournment

Motion was made by Doug Zwieg and seconded by Stacy Winkelman 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.