

SITE PLAN REVIEW COMMITTEE
January 12, 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 – Planning & Zoning, Mike Jacek – Building Inspection, Mike Zitelman – Water/Wastewater, Laura Bohlman – Police, Ali Pangopoulos – Attorney, Tanya Reynen – Fire, Kristine Butteris – Park & Rec, Stacy Winkelman – Streets & Solid Waste, Maureen McBroom – Stormwater, Nathan Williams – Engineering, and Manager of Economic Development and Strategic Initiatives Deb Sybell.

Also in attendance were Nikki Zimmerman – Building Safety & Zoning, Ben Wehmeier and Tracy Schroeder of Greater Watertown Community Health Foundation, and James Kuckkan of Watertown Daily Times. Nate Peters of Greater Watertown Community Health Foundation joined remotely.

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 December 22, 2025

Motion was made by Mike Jacek and seconded by Tanya Reynen to approve the minutes as submitted. Unanimously approved.

3. Business

A. Review and take action: Gateway Drive Preliminary Plat (PIN: 291-0815-1631-003)

The applicant is looking for an area to implement affordable housing with smaller lot sizes. Including rezoning the proposed properties from Multi-Family Residential (MR-8) to Single-Family Residential (SR-4), proposals would be slightly smaller width properties and going from an 8,000 square foot lot size to about 7,000 square feet.

The following was presented by staff:

Fire:	No comment.
Building:	Building plans will be reviewed once they are submitted. So far, the setbacks look appropriate. Note that City of Watertown Codes state that 50% of the lot must remain green space so with smaller lots, that may bring issues in the future if anyone wishes to build a shed or other items.
Police:	No comment.
Mayor:	No comment.
Stormwater:	Previous conversations have discussed regarding not currently needing the erosion control and stormwater runoff permit for the site. Drainage easements should be noted on the plat. Information on soil borings and the ground water depth should be submitted as part of the planning process. If 21,780 square feet of new impervious surface is constructed, the City of Watertown's Chapter 288 would kick in and an erosion control and stormwater runoff permit would be required. If there is one acre of land disturbance, the DNR rules are triggered and their NOI permit would be needed.
Engineering:	Asked about the disturbance marked in the back that is currently farm field. Mr. Wehmeier stated that would become part of a grassed yard for the single-family homes in the area.
Zoning:	No comment.
Parks & Rec:	No comment.
Water/Wastewater:	No comment.
Streets/Solid Waste:	The residents would be eligible for city services for solid waste & recycling. Be sure to obtain a Street Opening Permit when cutting into the street.
Econ. Development:	No comment.
Legal:	No comment.

Motion was made by Stacy Winkelman and seconded by Kristine Butteris to recommend approval of this item to the Plan Commission contingent upon building plans being reviewed by the state and awareness of the amount of land being disturbed and if that triggers the need for additional stormwater permitting.

Unanimously approved.

B. Review and take action: The Oxbow amended General Development Plan (GDP) and Planned Development Overlay – Precise Implementation Plan (PD-PIP)

The applicant was not present to discuss this item.

The following was presented by staff:

Fire:	The hydrant is too close to the building. It has to be 40' away from the building and 100' of the FDC.
Building:	The plans will have to be reviewed by the state before submitting to the city.
Police:	No comment.
Mayor:	No comment.
Stormwater:	An erosion control and stormwater runoff permit application package was received on January 7, 2026 and is currently being reviewed. Any comments will be sent to the engineer on record.
Engineering:	Comments will be coming regarding the right-of-way and pavement.
Zoning:	In the Bulk Standards Table of the GDP and PIP submittal the table shows a 63-foot height of the building but the footnote states 60 feet. The footnote should be changed to 63 feet. The Riverwalk should be labeled and the proposed easement should be shown on the PIP document. The submittal includes a floor plan with apartment layouts for the first floor only. The floor plan with the layouts of the apartments should be shown for the other three floors as well.
Parks & Rec:	The landscaping looks appropriate. However, the planting height needs to be mentioned. The root flare needs to be taken into account. All items should fall under the City of Watertown's Contractor Tree Planting Permit.
Water/Wastewater:	The connection to existing water is currently shown on the plan as 8". The pipe is actually 6" that they would be connecting to. In addition, a shutoff valve should be outside the building where the water line goes into the building. These items need to be shown on the plans.
Streets/Solid Waste:	No comment.
Econ. Development:	No comment.
Legal:	For the Development Agreement the estimated cost information will be needed for installing improvements specific to roadway pavement, grading, erosion control, sanitary sewer, water main, and storm sewer.

Motion was made by Tanya Reynen and seconded by Maureen McBroom to recommend approval of this item to the Plan Commission contingent upon the comments above.

Unanimously approved.

4. Adjournment

Motion was made by Mike Zitelman and seconded by Tanya Reynen 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.