



## Plan & Architectural Review Meeting

Whitewater Municipal Building Community Room,  
312 West Whitewater St., Whitewater, WI 53190  
\*In Person and Virtual

**Monday, October 14, 2024 - 6:00 PM**

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**Citizens are welcome (and encouraged) to join our webinar via computer, smart phone, or telephone. Citizen participation is welcome during topic discussion periods.**

**Plan and Architectural Review Commission**  
Oct 14, 2024, 6:00 – 8:30 PM (America/Chicago)

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**Please note that although every effort will be made to provide for virtual participation, unforeseen technical difficulties may prevent this, in which case the meeting may still proceed as long as there is a quorum. Should you wish to make a comment in this situation, you are welcome to call this number:  
(262) 473-0108.**

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## MINUTES

### CALL TO ORDER AND ROLL CALL

Called to order 6:00 p.m.

### PRESENT

Chairman, Councilmember Neil Hicks  
Board Member Bruce Parker  
Vice Chairperson Tom Miller  
Board Member Jeffery Weigel  
Board Member Marjorie Stoneman  
Board Member Brian Schanen  
Board Member Lynn Binnie

### ABSENT

Board Member Michael Smith  
Board Member Carol McCormick

### STAFF

Taylor Zeinert, Economic Development Director (EDD)  
Attorney Jonathan McDonell  
Llana Dostie, Neighborhood Services Administrative Assistant  
Allison Schwark, Planner

**APPROVAL OF AGENDA**

*A commission member can choose to remove an item from the agenda or rearrange its order; however, introducing new items to the agenda is not allowed. Any proposed changes require a motion, a second, and approval from the commission to be implemented. the agenda shall be approved at reach meeting even if no changes are being made at that meeting.*

Motion made by Board Member Schanen, Seconded by Board Member Binnie.

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Vice Chairperson Miller, Board Member Weigel, Board Member Stoneman, Board Member Schanen, Board Member Binnie

**HEARING OF CITIZEN COMMENTS**

*No formal Plan Commission action will be taken during this meeting although issues raised may become a part of a future agenda. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Commission discusses that particular item.*

None

**CONSENT AGENDA**

*Items on the Consent Agenda will be approved together unless any council members requests that an item be removed for individual consideration.*

- 1. Approval of Minutes from September 9, 2024 Meeting.

Motion made by Board Member Binnie, Seconded by Board Member Schanen.

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Vice Chairperson Miller, Board Member Weigel, Board Member Stoneman, Board Member Schanen, Board Member Binnie

**PUBLIC HEARING FOR REVIEW AND POSSIBLE APPROVAL**

- 2. Discussion and possible approval of a Conditional Use Permit for Vacant Lot 4 at Cedar Court for a planned residential development to call for a duplex.

Planner explained the applicant's request and history of the lots. It is at the Plan commission discretion how to proceed.

Binnie stated that it is an appropriate use of the land but has a problem with the stretch on how we are getting to the planned residential development. He feels it would be better to consider a rezone on the three remaining lots to R-2.

Hicks asked about the rezoning all at once.

Planner stated making the area R-2 could be feasible but we usually ask the owner to petition for a rezone. The City can rezone a property. Agrees all 4 parcels should be rezoned but the 8 unit on one of the properties would not be consistent with the R-2 zoning.

Parker suggested adjust the proposal to a zero lot line. Planner stated it would be more of a townhome development for a zero lot line development.

Planner stated that in an R-1 only a single family is allowed and the only Conditional Use is for a planned residential development

Binnie asked planner if she felt that one duplex is a stretch of the definition of a planned residential development.

Planner stated that personally and professionally yes that a singular duplex is a stretch on what we would consider a planned residential development. But feels that the most suitable fit for these lots is multifamily.

Applicant Abner Castro feels that with the history of the parcel and the multifamily on the back lot it doesn't attract someone to build a single family home.

Planner stated that changing to a zero lot would give the opportunity for two owners. But feels that the plan would be same plan.

Binnie stated that stretching the definition as much would not be in our best interest.

Castro stated he would prefer to not to defer.

Binnie asked the body if they were in agreement that this parcel should allow duplexes. Body is agreement with a duplex on this parcel.

Motion by Binnie if this applicant agrees to apply for R-2 zoning and the other land owners agree to apply for R-2 zoning we would proceed with that track subject to public hearing however; if the rezone fails approach fails than it would be our intention to approve the CUP.

**Motion Failed for lack of second.**

Planner stated that it would be better if the City of Whitewater to pursue the rezone.

Motion by Schanen move to approve the Conditional Use Permit for lot 4 on Cedar Court with condition that within 30 days the City of Whitewater rezone Lot 4, 2, and 1 to an R-2 zoning district.

**Motion Failed for lack of second.**

Move approval for the CUP conditionally w/ recommendation to City Council or other entities to take necessary steps to determine if an R-2 rezone of this parcel and adjacent parcels is in the best interest in the area.

Motion by made by Board Member Binnie, Seconded by Board Member Schanen.

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Vice Chairperson Miller, Board Member Weigel, Board Member Stoneman, Board Member Schanen, Board

Member Binnie

3. Discussion and Recommendation to Council Regarding Annexation of Parcel at N9618 and N9622 Howard Road, Town of Whitewater, Owned by Michael Mason, Including Zoning Map Designation and Certified Survey Map Approval.

Planner provided history and what motions need to be approved. Zoning is recommended to be AT.

Binnie asked when the houses would be zoned.

Planner stated that AT stated that this zoning is the most appropriate zoning for these parcels since farming still continues.

Move approval of all three items.

Motion made by Board Member Binnie, Seconded by Board Member Parker.

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Vice Chairperson Miller, Board Member Weigel, Board Member Stoneman, Board Member Schanen, Board Member Binnie

4. Discussion and possible approval for a Conditional Use permit for an 18-foot pylon sign and more than 1 wall sign for Dollar Tree to be located at 1441 W Main Street Whitewater, WI 53190.  
Parcel #: /A503300001.

Planner provided history of application.

Move approval with planner's conditions.

Motion made by Board Member Schanen, Seconded by Board Member Parker.

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Vice Chairperson Miller, Board Member Weigel, Board Member Stoneman, Board Member Schanen, Board Member Binnie

## DISCUSSION

5. Discussion and recommendations to Finance Committee on the Proposed Framework for Improving Public Participation.

EDD Zeinert gave an update as to this discussion. This came from the finance committee at their meeting. They would like feedback from other committees.

Asked about the language in public hearing "Per speaker time is the same." Language needs clarification

Allowing someone to speak twice there are times that someone needs to make another comment. Change the card section use may be used instead of shall be used.

Under the expectation of public keep the unruly behavior and speaking out when not recognized, but remove clapping.

## **UPDATES / REPORTS**

## **FUTURE AGENDA ITEMS**

Rezoning of the Cedar Court vacant lots.

6. Update from Royal Hounds of Whitewater  
R-2 Rezone for Cedar Court

## **NEXT MEETING DATE NOVEMBER 11, 2024**

## **ADJOURNMENT**

Meeting adjourned at 7:14 p.m.

Motion made by Vice Chairperson Miller, Seconded by Board Member Schanen.

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Vice Chairperson Miller, Board Member Weigel, Board Member Stoneman, Board Member Schanen, Board Member Binnie

**Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk (262-473-0102) at least 72 hours prior to the meeting. Those wishing to weigh in on any of the above-mentioned agenda items but unable to attend the meeting are asked to send their comments to:**  
**c/o Neighborhood Services**  
**312 W. Whitewater Street**  
**Whitewater, WI 53190**  
**or [ldostie@whitewater-wi.gov](mailto:ldostie@whitewater-wi.gov)**

*A quorum of the Common Council might be present. This notice is given to inform the public that no formal action will be taken at this meeting by the Common Council.*