



## Plan & Architectural Review Meeting

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

**Monday, December 09, 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**  
Dec 9, 2024, 6:00 – 8:00 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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## AGENDA

### CALL TO ORDER AND ROLL CALL

Meeting called to order at 6:00 p.m.

### PRESENT

Chairman, Councilmember Neil Hicks  
Board Member Bruce Parker  
Vice Chairperson Tom Miller  
Board Member Michael Smith  
Board Member Marjorie Stoneman  
Board Member Carol McCormick  
Board Member Lynn Binnie

**Staff Present**

Taylor Zeinert, Economic Development Director (EDD)

Attorney Jonathan McDonell

Llana Dostie, Neighborhood Services Administrative Assistant

Allison Schwark, Zoning Administrator

**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 Vice Chairperson Miller, Seconded by Board Member McCormick.

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Vice Chairperson Miller, Board Member Smith, Board Member Stoneman, Board Member McCormick, 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. Minutes for November 11, 2024.

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

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Vice Chairperson Miller, Board Member Smith, Board Member Stoneman, Board Member McCormick, Board Member Binnie

**PUBLIC HEARING FOR REVIEW AND POSSIBLE APPROVAL**

2. Discussion and possible approval of a Conditional Use Permit for an Auto Repair Shop to be located at 265 S. Wisconsin Street, Whitewater, WI 53190 for Fabien Lopez. Tax Parcel #: /TRA 00037A.

Planner explained that they had a conditional use permit. However, the business has been shut down for two years and not all the conditions of the previous permit were met.

Applicant Fabian Lopez stated that this will be a new business for his son.

Planner confirmed that there will would be two locations.

Applicant confirmed that he understood the planner's condition.

McCormick stated she is concerned with concentration of this type of business.

Binnie asked about the last conditional use permit and why it was allowed to lapse instead of being enforced.

Planner explained this was prior to her time. That the business has been closed, so there would have been nothing to enforce on her part.

Parker asked about if they had an agreement with the property to the north about fencing and parking of vehicles.

Applicant stated they did not.

Smith asked about whether a fence application had been submitted.

Binnie the fence is not for the whole property. It is for junked, non operational vehicles that need to be behind a fence.

**Motion to approve the CUP with the planner's conditions and location of the fence will be approved by planner prior to the CUP going into effect.**

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

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Vice Chairperson Miller, Board Member Smith, Board Member Stoneman, Board Member McCormick, Board Member Binnie

3. Discussion and possible approval of a Specific Implementation Plan and Conditional Use for Alcohol by the Drink for a Wedding Venue to be located at 328 W Main Street (Hamilton House), Whitewater, WI 53190 for Mark and Karen Barbar. Tax Parcel #/OT 00036.

Planner explained the application stating there is a Conditional Use Permit and amendment to the the Specific Implemented Plan. They will continue the bed and breakfast use but will be adding wedding venue with alcohol service.

Stoneman asked about the parking situation.

Applicant stated that there are 9 parking spaces behind the Hamilton House. They stated that they will block off the calendar so that large events held by the Arts Alliance are not in conflict with activities held at the Hamilton House.

Applicant stated that they will be removing the fence since it will provide an unobstructed view of the house.

Binnie stated the that planner's report has a condition of no music outside, however the application has ceremony music on it..

Applicant stated that the music would consist of a violin or harp for a ceremony.

Planner stated that she is not opposed to outdoor music.

Parker would like a condition to allow soft music meeting the noise ordinance and nothing after 9 p.m. outside.

Gloria Buley 328 W Main, Whitewater. former innkeeper of Hamilton. They are a fit for Hamilton House. The Arts Alliance communicates with the Hamilton House about their events.

Stoneman asked about the alcohol license.

Kathleen Fleming, prior owner, would like to see this move forward.

**Motion approval for the CUP and SIP with change to #10 to soft wedding music and no music outside after 9:00 p.m.**

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

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Vice Chairperson Miller, Board Member Smith, Board Member Stoneman, Board Member McCormick, Board Member Binnie

4. Discussion and Recommendation to Common Council to repeal Ordinance 19.69.070 Protests Against Change or Amendment.

Planner explained this provision within our code will be become outdated in January 1, 2025. The statute has changed making this provision illegal.

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

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Vice Chairperson Miller, Board Member Smith, Board Member Stoneman, Board Member McCormick, Board Member Binnie

## **DISCUSSION AND CONSIDERATION**

5. Discussion regarding updating the Landscaping Guidelines from 2010 to incorporate the recent Approved Trees and Shrub lists from Urban Forestry Commission.

Binnie asked about point system.

Hicks stated he would like a red line of the policy.

McCormick stated she will bring it back to Urban Forestry.

Matter was postponed.

## **FUTURE AGENDA ITEMS**

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

**NEXT MEETING DATE JANUARY 13, 2025.**

**ADJOURNMENT**

6:40 p.m.

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

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Vice Chairperson Miller, Board Member Smith, Board Member Stoneman, Board Member McCormick, 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.*