



Plan & Architectural Review Meeting

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

Monday, July 08, 2024 - 6:00 PM

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
Jul 8, 2024, 6:00 – 10:00 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.

AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

A board 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.

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.

CONSENT AGENDA

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

1. Approval of June 10, 2024 Minutes.

PUBLIC HEARING FOR REVIEW AND POSSIBLE APPROVAL

- 2. MATTER REMOVED FROM AGENDA BY APPLICANT AFTER PUBLIC NOTICE WENT OUT.**
Discussion and possible approval of a Conditional Use Permit for a New Wireless Telecommunication Facility and 195 foot Free Standing Tower to be located at 1002 S Janesville Street Tax Parcel # /WUP 00341 for LCC Telecom Services.
3. Consideration to Approve and Recommend to Common Council a change to the City of Whitewater Municipal Code Chapter 19, Specifically Section 19.48.020 Institutional District Permitted Uses, adding Libraries, Municipal Buildings, Public and Semi Public Uses.
4. Consideration to Approve and Recommend to Common Council a change to the City of Whitewater Municipal Code Chapter 19, Specifically section 19.55.070 Structural, Design and Aesthetic Standards, Removing letter F requiring Enclosed Buildings for Wireless Telecommunications Support Facilities.
5. Public Hearing for Consideration of a Change in the District Zoning Map to Rezone for the Irvin L. Young Library properties from R-2 (One and Two Family Residence District) to I (Institutional District) for Tax Parcel #'s /OT 00196 and /OT 00197.
6. Public Hearing for Consideration of a Change in the District Zoning Map to Rezone for the Municipal Building properties from B-2 (Central Business District) to I (Institutional District) for Tax Parcel #'s /OT 00152, /OT 00153, /OT 00154, /OT 00155, /OT 00158, /OT 00159 and /OT 00160.
7. Public Hearing for Consideration of a Change in the District Zoning Map to Rezone from B-1 (Community Business) to R-2 (One and Two Family Residence) Zoning District, Under Chapter 19.18 of the Zoning Ordinance of the City of Whitewater for the following Tax Parcel Number /HAS 00048D vacant land located at the corner of S Taft Street and E Clay Street.
8. Discussion and possible approval of a Conditional Use Permit for an 12-Foot High Electronic Monument Sign for St Patrick's Church 1235 W Main Street, Tax Parcel #'s /WUP 00219 and /WUP 00220.
9. Discussion and possible approval of a Conditional Use Permit for a proposed Second Wall sign to be located at 1002 S Janesville St., Tax Parcel #/WUP 00341 for Samuel & Dana Hatchett d/b/a Pro Landscape Supply.

FUTURE AGENDA ITEMS

NEXT MEETING DATE AUGUST 12, 2024

ADJOURNMENT

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 Director
312 W. Whitewater Street
Whitewater, WI 53190
or Idostie@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.



Plan & Architectural Review Meeting Item 1.

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Monday, June 10, 2024 - 6:00 PM

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Plan & Architectural Review Commission

Jun 10, 2024, 6:00 – 8:00 PM (America/Chicago)

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MINUTES

CALL TO ORDER AND ROLL CALL

Called to order at 6:00 p.m.

PRESENT

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

ABSENT

Board Member Michael Smith

STAFF

Taylor Zeinert, Economic Director
Allison Schwark, Planner

Attorney Jonathan McDonell
Llana Dostie, Neighborhood Services Administrative Assistant

APPROVAL OF AGENDA

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APPROVAL OF MINUTES

1. Approval of May 13, 2024 Minutes.

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

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Vice Chairperson Miller, 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 Council discusses that particular item.

No Citizen Comments

UPDATES / REPORTS

2. Update on Bower's House.

Michael Peine, architect for the Bower's House project provided an update on the project at this time. The current scope of work has been structural. During demolition there was a lot of structural issue exposed. They have added more structural beams to carry the load. The roof has been redone. New water and sanitary lines have been added to the building. The ongoing plan is to have commercial on the bottom and apartments on the 2nd and 3rd floor most units will be 1 bedroom units, with 1 two bedroom unit on each floor. There will be a total of 10 units. Continued goal is to maintain historical look on the outside.

PUBLIC HEARING FOR REVIEW AND POSSIBLE APPROVAL

3. **This item has been moved to the July 8, 2024 meeting at the request of the applicant.**

Discussion and possible approval of a Conditional Use Permit for a New Wireless Telecommunication Facility and Free Standing Tower to be located at 1002 S Janesville Street Tax Parcel # /WUP 00341 for LCC Telecom Services.

4. Discussion and possible approval to change zoning of the Irvin L Young properties to reflect the correct zoning use.

Planner Schwark noted there was an error in address on her planners report. Library address is 431 W Center St. Board Member Binne requested clarification on that this would be a recommendation to common council. Board Member Parker asked whether this would be a spot zone situation. Planner Schwark confirmed this would not be. Board Member stated that this use will need to be added to ordinance. Attorney McDonell stated that the ordinance should be updated.

Motion by Board Member Binne to have the attorney and planner come back with a proposed revision to the definition of Institutional zoning and than have this matter be heard with the updated ordinance.

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

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

5. Discussion and possible approval to change zoning of the Municipal Building properties to reflect the correct zoning use.

Motion by Board Member Binne to have the attorney and planner come back with a proposed revision to the definition of Institutional zoning and than have this matter be heard with the updated ordinance.

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

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

6. Discussion and possible approval of a Certified Survey Map(CSM) for Land Division creating two new lots for Tax Parcel # /CAH 00007 located at 1207 W Carriage Drive for Keystone Real Estate Investments, LLC.

Planner Schwark explained this is a two lot proposed CSM. No plans for development plans for back lot. Board Member Binnie asked paving that portion of road was not in the scope of work of the current project. Planner Schwark confirmed it was not. Owner Matt Kuehl commented that the condition about paving to the gravel road. He felt that it would be a better taking up the condition when the city decides to pave Carriage Drive.

Motion by Board Member Binnie moved approval with the planners recommendations:

- A. All requirements of the R-3 zoning district shall be met for both Lot 1 and Lot 2. Specifically, for Lot 1, the applicant shall provide setbacks and the area of the existing multifamily building in order to demonstrate the requirements of the R-3 zoning district are met.
- B. The CSM shall be corrected to label Carriage Drive as a platted, public road. This is necessary to ensure that Lot 2 meets minimum street frontage requirements.
- C. Any other conditions stipulated by the PARC.

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

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Vice Chairperson

Miller, Board Member McCormick, Board Member Binnie

7. Discussion and possible approval of a Conditional Use Permit for a New Wireless Telecommunication Facility and Free Standing Tower to be colocated on the Water Tower located at 797 Indian Mound Parkway Tax Parcel #/A277200001 for Verizon.

Planner Schwark explained this is the second to last spot on the water tower. Verizon will be co-located on the top of the water tower. Infrastructure is already on the site. Chris Lee from Mountain Ltd they represent Verizon he provided a brief presentation on project. Board Member Hicks asked for some changes to the the following:

-A 1.0 and A-1.1 the 8 inch stub ups at the pad drawing shows them outside fence needs covered to stop water penetration.

-Inside tower would like to see properly waterproofed at base of tower.

-A 2.0 doesn't make any mention of tower lights and would like to see those raised 6 inches above the highest antenna

-A 4.12 for the protection of our workers an RF Guideline sign placed at the top of the water tower right before the exit

-E-2.1 if paint and steel is being ground down, would like that inspected by our DPW Director.

Motion by Chairman Hicks to approve co-location of Verizon on the water tower located at 797 Indian Mound Pkwy with the planners recommendation except with the removal of f and the addition of the comments he made as well.

Motion made by Chairman Hicks, Seconded by Board Member Binnie.

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

8. Discussion and possible approval of Conditional Use Permit to allow for the conversion of dwelling into a duplex for Tax Parcel # /WUP 00096 located at 452 W Main Street for BCN Rentals, LLC.

Board member Parker asked if we had a floor plan of second floor. Planner Schwark stated that the second floor is not included in this approval. Attorney McDonell confirmed that there is a separate entrance to the second floor from the parking lot.

Matt Stever and Dixie Stever from BCN Rentals. The plans state that there will be locking fireproof door.

Motion made to approve with planners recommendations with addition that the emergency fire exit be added to the plans.

Brian Furthmuth spoke about the applicant.

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

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

FUTURE AGENDA ITEMS

9. Discussion and possible referral to Common Council for Changes to 19.55.070(f)-July

NEXT MEETING DATE JULY 8, 2024**ADJOURNMENT**

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

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

Adjourned at 7:04 p.m.

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 Idostie@whitewater-wi.gov

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PARC Agenda Item

Meeting Date:	July 8, 2024
Agenda Item:	Title 19.48.020 Code Amendment
Staff Contact (name, email, phone):	Allison Schwark, Zoning Administrator/Code Enforcement

BACKGROUND

(Enter the who, what when, where, why)

Title 19, Section 19.48.020, shall be amended to include other institutional uses so that parcels can be rezoned to be consistent with the City of Whitewater future land use plan.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Staff recommends that the City of Whitewater PARC:

1. Recommend approval of the ordinance amendment to section 19.48.020 to allow for public and semipublic uses, to include public and private schools; churches and religious institutions; government facilities; active recreational parks; museums, hospitals, public transportation terminals, and similar uses.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Redline Ordinance amending 19.48.020

Chapter 19.48 I INSTITUTIONAL DISTRICT

19.48.010 Purpose.

The I institutional district is established to provide a community review and approval process for certain institutional uses that have a potential impact on surrounding land uses and/or the city as a whole.

(Ord. No. 1914A, 2-18-2016)

19.48.020 Permitted uses.

Permitted uses in the I district include:

- A. Colleges;
- B. Universities and their associated residential, educational and service facilities, except that new structures and/or exterior remodeling of existing structures which are within one hundred fifty feet of any other zoning district boundary (includes surface parking areas for more than twenty vehicles) shall be a conditional use as indicated below. The uses stated in Section 19.48.030 shall be conditional uses;
- C. The second or greater wireless telecommunication facility located on an alternative support structure already supporting a wireless telecommunications facility or on a pre-existing wireless telecommunications facility, with wireless telecommunications support facilities allowed as permitted accessory uses, all per the requirements of Chapter 19.55.

(Ord. No. 1914A, 2-18-2016)

19.48.030 Conditional uses.

Conditional uses in the I district include:

- A. New structures and/or exterior remodeling or existing structures within one hundred fifty feet of any other zoning district boundary (includes surface parking areas for more than twenty vehicles);
- B. Gymnasiums, sport stadiums, auditoriums, and similar places of general public assembly;
- C. Parking structures and surface parking areas for more than one hundred vehicles;
- D. The first wireless telecommunications facility located on an alternative support structure only, per the requirements of Chapter 19.55;
- E. Fraternity or sorority houses.

(Ord. No. 1914A, 2-18-2016)

19.48.040 Lot area.

Minimum total lot area in the I district is one acre.

(Ord. No. 1914A, 2-18-2016)

19.48.050 Lot width.

Minimum lot width in the I district is one hundred twenty feet.

(Ord. No. 1914A, 2-18-2016)

19.48.060 Building height.

Maximum building height in the institutional district shall be one hundred feet. Mechanical penthouses shall be excluded from the building height restrictions listed herein if they comply with the following limitations:

- A. Penthouses shall be no taller than the highest floor to floor height in the building.
- B. Penthouses shall be set back from the public street building facade of the building equal to the height of the penthouse.
- C. The penthouse floor area, including vertical circulation spaces leading to the penthouse, shall be no greater than ten percent of the ground floor building footprint.
- D. The maximum building height is also subject to fire safety limitations. The maximum building height may be increased under the provisions of a conditional use permit which will include, but is not limited to, consideration of issues regarding shadows cast by buildings, views, impacts on neighbors, and microclimate.

(Ord. No. 1914A, 2-18-2016)

19.48.070 Yard requirements.

Minimum yard requirements in the I district are:

- A. Any street yard facing any zoning district other than the institutional district shall be no less than twenty-five feet, measured from the right-of-way, or one-half of the total height of the building, whichever is greater. Any street yard within an institutional district facing yards in an institutional district shall not be less than twenty-five feet, measured from the right-of-way. The building setback shall not in any event encroach on the intersection visibility requirements set forth in Whitewater Municipal Code, Section 19.51.010;
- B. Street yard for off-street parking—fifteen feet;
- C. Side yard shall be thirty feet or equal to the height of the structure, whichever is greater;
- D. Rear yard—thirty-five feet or equal to the height of the structure, whichever is greater.
- E. Shore yard, seventy-five feet. All shoreland shall be in compliance with Chapter 19.46 and in addition may require DNR approval.

(Ord. No. 1914A, 2-18-2016)

19.48.080 Number of structures on one lot.

Within the I district, more than one principal structure may be located on a lot (see Section 19.06.150).

(Ord. No. 1914A, 2-18-2016)



PARC Agenda Item

Meeting Date:	July 8, 2024
Agenda Item:	Title 19.55.070 Code Amendment
Staff Contact (name, email, phone):	Allison Schwark, Zoning Administrator/Code Enforcement

BACKGROUND

(Enter the who, what when, where, why)

Title 19, Section 19.55.070 has been requested to be amended to repeal section F, which requires enclosed building for wireless telecommunications support facilities.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Staff recommends that the City of Whitewater PARC:

1. Recommend approval of the ordinance amendment to section 19.55.070 to remove the requirement of enclosed buildings for wireless telecommunications support facilities.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Redline Ordinance amending 19.55.070

Chapter 19.55 WIRELESS TELECOMMUNICATIONS FACILITIES

19.55.010 Purpose.

The purpose of this chapter is to provide a thorough and consistent set of standards for the siting and installation of wireless communications facilities in the various zoning districts in which they may be allowed, and more generally to protect the public health, safety, welfare, aesthetics and natural environment of the city in such a manner that does not unduly interfere with the placement and construction of said facilities. More specifically, the intent of this chapter is to:

- A. Mitigate the potential for adverse visual impacts caused by wireless telecommunications facilities through design and siting standards.
- B. Ensure that a business environment characterized by high service quality, competition and nondiscrimination prevails with regard to wireless telecommunication services in a manner consistent with the Federal Telecommunications Act of 1996.
- C. Establish a clear process for obtaining necessary permits for wireless telecommunications facilities that adequately protect the interests of the citizens of the city while minimizing the burden of compliance to service providers.
- D. Protect environmentally and aesthetically sensitive areas of the city by restricting the design, height, location and operation of wireless telecommunications facilities in these areas, and by promoting their disguise, camouflage, screening or other design treatments intended to minimize their obtrusiveness.
- E. Encourage use of multiple-antenna alternative support structures such as buildings and water towers as an alternative to stand-alone, single-use, single-provider structures, and require good faith attempts for co-location of facilities.

(Ord. No. 1914A, 2-18-2016)

19.55.020 Applicability.

The requirements of this chapter shall apply to all new wireless telecommunications facilities that had not received a building permit prior to adoption of this chapter. Wireless telecommunications facilities, which pre-exist this chapter, or have been legally permitted prior to its adoption, shall not be required to meet the requirements contained herein. This chapter is not intended to regulate residential satellite dishes that are thirty-six inches or less in diameter, residential television antennas, or amateur radio facilities, which instead are regulated under Section 19.06.110. This chapter shall not be construed as to override additional or more stringent federal or state of Wisconsin requirements, including but not limited to any regulations or restrictions imposed by the State Bureau of Aeronautics, the Federal Communications Commission (FCC), or the Federal Aviation Administration (FAA).

(Ord. No. 1914A, 2-18-2016)

19.55.030 Areas where wireless telecommunication facilities allowed.

Chapter 19.15 to Chapter 19.48 identify the zoning districts in which wireless telecommunications facilities may be allowed, and what types of facilities are allowed as permitted or conditional uses. In no case shall a

wireless telecommunications facility be located in or on districts or sites listed on the State or National Register of Historic Places, or within environmental corridors, wetlands, floodplains, or critical species habitats mapped by the Southeastern Wisconsin Regional Planning Commission, Wisconsin Department of Natural Resources, or through more detailed field surveys.

(Ord. No. 1914A, 2-18-2016)

19.55.040 Type of approval required.

In zoning districts where they are allowed, the first wireless telecommunications facility to be located on an alternative support structure and all new freestanding wireless communication facilities shall require a conditional use permit, and shall meet the standards in this chapter and Chapter 19.66 to obtain approval. In zoning districts where they are allowed, the second or greater wireless telecommunications facility to be located on an alternative support structure already supporting a wireless telecommunications facility or on a pre-existing wireless telecommunications facility shall be allowed as a permitted use, except that any addition or extension to an existing wireless telecommunications facility that adds more than ten feet to the overall height of the existing facility or alternative support structure shall require a conditional use permit. In zoning districts where wireless telecommunication facilities are allowed, wireless telecommunication support facilities shall be allowed as permitted accessory uses upon the establishment of the principal facility. All wireless telecommunication facilities and wireless telecommunication support facilities shall be subject to plan review in accordance with Chapter 19.63.

(Ord. No. 1914A, 2-18-2016)

19.55.050 Required application submittal information.

With the application for plan review or conditional use permit for a wireless telecommunications facility, the petitioner shall submit all information required under Section 19.63.020, along with the following additional information:

- A. The identity, legal status, signature and contact information of the carrier, service provider, petitioner, and landowner.
- B. FCC license and registration numbers if applicable.
- C. A report prepared by a Wisconsin licensed engineer certifying the structural design of the telecommunications facility of a new freestanding wireless telecommunications facility as proposed and its physical ability to accommodate, either initially or at some time in the future, a total of at least three antenna arrays for separate providers.
- D. In the case of a leased site, a lease agreement, option or binding lease instrument which does not preclude the lessee from entering into sub-leases on the site at market rates with another co-locating provider(s) and includes the legal description and amount of property lease.
- E. For a proposed wireless telecommunications facility within a one-mile radius of an airport, copies of an affidavit of notification indicating that the airport operator and airport property owner have been notified via certified mail, along with copies of the determination of no hazard from the FAA or any other finds of the Wisconsin State Bureau of Aeronautics, such as they may apply.
- F. Proof of a satisfactory level of liability insurance coverage, with the city of Whitewater listed as an additional named insured party.
- G. Certified statement and map prepared by a licensed radio frequency engineer showing the coverage area of the proposed facility.

- H. For a wireless telecommunications facility that requires a conditional use permit, a feasibility analysis that identifies at least three alternative sites, pre-existing freestanding wireless telecommunications facilities, and/or alternative support structures that could technically support a comparable level of service. The intent of this analysis is to present options to minimize the number, size, and adverse environmental impacts of wireless telecommunications facilities. The analysis shall specifically address the potential for co-location on pre-existing freestanding wireless telecommunications facilities and the use of alternative support structures. It shall also explain the rationale for selection of the proposed site in view of the relative merits of the alternatives. Approval of the project is subject to the plan and architectural review commission's determination that the chosen site is more advantageous than any other alternative site that is both technically feasible and available for use. The plan and architectural review commission may choose to independently verify the findings of the analysis at the applicant's expense.
- I. For a wireless telecommunications facility that requires a conditional use permit, a performance bond in the amount of \$20,000.00 naming the city as obligee, as security for the potential future removal of abandoned or inactivated facilities.
- J. For a wireless telecommunications facility that would be set back from any property line or, principal building a distance less than the height of the facility, including the height of any alternative support structure, an analysis prepared by a licensed structural engineer demonstrating that the facility would not pose a threat to the public, existing principal buildings or adjacent properties in the event of failure.
- K. The amount and location of any fuel proposed to be stored on site.
- L. Any other information that the zoning administrator may deem necessary.

(Ord. No. 1914A, 2-18-2016)

19.55.060 Co-location and use of alternative support structures.

- A. In its review of alternative sites considered by the petitioner, the plan and architectural review commission shall prioritize reasonable alternatives that involve co-locating the new facility on an existing freestanding wireless telecommunications facility or locating the new facility on an alternative support structure, such as a tall building, water tower, smokestack, or electrical transmission tower. Co-location or use of an alternative support structure shall not be required on any facility or structure not structurally designed to accommodate a new wireless telecommunications facility.
- B. All freestanding wireless telecommunication facilities issued a conditional use permit after the effective date of this chapter, known hereinafter as "host facilities," shall make available space for the co-location of telecommunications antennas or antenna arrays for at least two additional competing wireless telecommunications providers, including space for wireless telecommunication support facilities. This requirement does not apply if the owner or operator of the host facility can demonstrate, to the satisfaction of the plan and architectural review commission, that the placement of the additional antennas or equipment would impair or disrupt, for a significant period of time, the service provided by the host facility.
- C. Where a wireless telecommunication facility provider proposes to utilize an alternative support structure, the provider shall make available space for the co-location of telecommunications antennas or antenna arrays for at least two additional competing wireless telecommunications providers to the extent practical, and shall thereafter be considered a host facility. If the plan and architectural review commission determines based on evidence supplied by the applicant that the proposed facility or alternative support structure is not structurally sound or not otherwise appropriate for additional antennas or arrays, the commission may waive this requirement.

- D. All new wireless telecommunication facilities and sites shall be designed to promote sharing of both tower space and ancillary facilities such as access roads, parking areas, buildings, and utilities.
- E. The owner or operator of the host facility shall make co-location space reasonably available to other competing providers at prevailing market lease rates for the industry. Failure to comply with this provision shall be grounds for revocation of the conditional use permit.
- F. Alternative support structures must be at least fifty feet in height to be considered for the addition of a wireless telecommunication facility, not including the height of any architectural projections. The plan and architectural review commission may deny the placement of numerous wireless telecommunication facilities on a single alternative support structure if it determines that such placement would have a negative aesthetic, architectural, public safety, or operational impact.
- G. Wireless telecommunications facilities located on alternative support structures shall be considered accessory uses.

(Ord. No. 1914A, 2-18-2016)

19.55.070 Structural, design and aesthetic standards.

All wireless telecommunications facilities shall be designed and sited in such a manner to minimize or avoid adverse safety, aesthetic or environmental effects per the following requirements:

- A. Compliance with All Applicable Restrictions. All wireless telecommunications facilities shall comply with all city, state and federal regulations, restrictions, codes, standards and power density limits, including other city zoning ordinance standards.
- B. Materials. Wireless telecommunications facilities shall be constructed of metal or other nonflammable material, and freestanding facilities shall be self supporting monopoles or lattice towers, unless otherwise permitted by the plan and architectural review commission. Material color shall blend with surroundings.
- C. Placement. All wireless telecommunications facilities and support facilities shall be located and installed in such a manner to minimize disturbance to, take advantage of, or locate behind existing topography and vegetation to minimize visual impact on surrounding properties and public rights-of-way. No wireless telecommunication facility shall be placed in a location that would physically obstruct or otherwise interfere with the full use of other wireless telecommunication facilities, residential satellite dishes, residential television or radio antennas, or amateur radio facilities.
- D. Setback. The minimum setback of a new wireless telecommunications facility from all property lines and principal buildings on the site shall equal the height of the wireless telecommunications facility, including the height of any alternative support structure. A reduced setback below this minimum may be considered by the plan and architectural review commission based on submittal of a structural engineering analysis demonstrating that the facility would not pose a threat to the public, existing principal buildings, or adjacent properties in the event of failure. All wireless telecommunications support facilities shall be set back from property lines the same distance as required for principal buildings in the zoning district.
- E. Height. The maximum height above existing grade for any freestanding wireless telecommunications facility, including all antennas, shall be two hundred and fifty feet. Any wireless telecommunications facility mounted on an alternative support structure may extend no greater than fifty feet above the height of an alternative support structure that is less than two hundred feet in height, or no greater than ten feet above the height of an alternative support structure that is two hundred feet in height or

greater. The plan and architectural review commission may approve waivers to such height limitations if necessary to facilitate co-location of facilities.

- F. Signage. No commercial message or signage shall be allowed at or on any wireless telecommunications facility, wireless telecommunications support facility, or site used for a wireless telecommunications facility.
- G. Driveways. Access driveways shall be surfaced in accordance with the requirements of Section 19.51.110.
- H. Landscaping and Fencing. The site including the wireless telecommunications facility shall be attractively landscaped, with particular emphasis on landscaping near buildings, tower foundations, and driveways. New vegetation for screening purposes shall be a minimum of five feet in height upon planting and shall be located on the outside of any required fencing. The base of all freestanding wireless telecommunications facilities shall be enclosed with security fencing, unless the applicant provides other acceptable improvements designed to secure the base of the facility (tower) from public access.

(Ord. No. 1914A, 2-18-2016)

19.55.080 Abandonment and removal.

Any wireless telecommunications facility not continuously operating for a period of twelve months shall be considered abandoned and shall be removed (along with its wireless telecommunication support facilities) within ninety days of receiving an order to remove from the zoning administrator. The cost of removal and site restoration shall be borne entirely by the permit holder. In the event that the permit holder fails to remove the facility, the city may cash the required performance bond and remove the facility and all support facilities itself.

(Ord. No. 1914A, 2-18-2016)

19.55.090 Compliance.

- A. All wireless telecommunications facilities granted site plan or conditional use permit approval after the effective date of this chapter shall remain in compliance with approved plans, conditions of approval, the provisions of this chapter as they existed at the time of permit approval, and applicable standards of Sections 19.63.100 and 19.66.050. The permit holder shall be responsible for the continued maintenance and/or replacement of all buildings, fencing, landscaping and other site improvements.
- B. The permit holder for all wireless telecommunications facilities granted conditional use permit approval after the effective date of this chapter shall file an annual report with the zoning administrator demonstrating continued compliance with approved plans, conditions of approval, the provisions of this chapter as they existed at the time of permit approval, and the standards of Sections 19.63.100 and 19.66.050. The petitioner shall also demonstrate that the term of any performance bond or liability insurance policy required under Section 19.55.050 shall remain in effect for at least two years from the date the annual report is submitted. Such report shall be filed within thirty days of the original month of conditional use permit approval.
- C. Failure to comply with subsections A. and B. above may be grounds for revocation of the permit, penalties pursuant to Section 19.75.080, or both.

(Ord. No. 1914A, 2-18-2016)

M E M O R A N D U M

To: City of Whitewater Plan and Architectural Review

Commission

From: **Allison Schwark, Zoning
Administrator**

Date: July 8, 2024

Re: Rezone

Summary of Request	
Requested Approvals:	Rezone
Location:	431 W Center Street
Current Land Use:	City of Whitewater Library
Proposed Land Use:	City of Whitewater Library
Current Zoning:	R-2 One and Two Family Residence District
Proposed Zoning:	I Institutional
Future Land Use, Comprehensive Plan:	Institutional

Rezone Review

The City of Whitewater seeks to rezone their City Library located at 321 and 331 W Center Street. The building and surrounding parking areas currently include tax keys: /OT 00196, and /OT 00197.

Planner's Recommendations

- 1) Staff recommends that Plan Commission **APPROVE** the Rezone for all parcels as it meets all requirements of the zoning district and is consistent with the comprehensive plan and future land use plan.

Print**Petition for change or amendment of zoning - Submission #885****Date Submitted: 4/22/2024****City of Whitewater**

312 W. Whitewater Street

P.O. Box 178

Whitewater, WI 53190

262-473-0540

www.whitewater-wi.gov**City of Whitewater - petition for change or amendment of zoning**

Whenever the public necessity, convenience, general welfare or good zoning practice require, the City Council may, by Ordinance, change the district boundaries or amend, change or supplement the regulations established by the Zoning Ordinance.

A change or amendment may be initiated by the City Council, the Plan Commission, or by a Petition of one or more of the owners, lessees, or authorized agents of the property within the area proposed to be changed.

Procedure**File the Petition with the City Clerk. Filed on:****Class 2 Notices published in Official Newspaper on:**

Must be filed on two separate dates

Notices of Public Hearing mailed to property owners on:**Plan Commission holds public hearing on:**

It will hear comments of the petitioner and property owners. Comments may be made either in person or in writing.

At the conclusion of the public hearing, the Plan Commission makes a decision on the recommendation it will forward to the City Council.

City Council consideration of the Plan Commission's recommendation and final decision on adoption of the ordinance making the change:

Will occur at the council's next meeting following the Plan Commission, unless circumstances dictate otherwise.

The Ordinance is effective upon passage and publication as provided by law.

Please complete the following application:

If there is more than one applicant for an area to be rezoned, add additional pages with the signatures of the owners, indicate their address and the date of signature.

Refer to Chapter 19.69 of the City of Whitewater Code of Ordinances, entitled CHANGES AND AMENDMENTS, for more information on application and protests of changes.

Applicant identification/information

Name*

Allison Schwark

Email Address*

mcodeenforcement@gmail.com

Address*

P.O. Box 178

City*

Whitewater

State*

WI

Zip Code*

53190

Phone Number*

262-249-6701

Fax Number

Property information

Address*

431 W Center Street

City*

Whitewater

State*

WI

Zip Code*

53190

Owner information, according to current property tax records on the date of the application (if different from applicant information)

Name**Email Address**

Item 5.

City of Whitewater

Address

P.O. Box 178

City**State****Zip Code**

Whitewater

WI

53190

Phone Number**Fax Number**

262-249-6701

Agent or Representative assisting in the Application (Engineer, Architect, Attorney, etc.) if applicable

Name**Email Address****Address****City****State****Zip Code****Phone Number****Fax Number**

Has either the applicant or the owner had any variances issued to them on any property?*

No



If YES, please indicate the type of variance issued and indicate whether conditions have been complied with:

Existing and proposed uses

Current Zoning District or Ordinance to be Amended:*

R2- One and Two Family

Proposed Zoning District or Ordinance:*

I- Institutional

Zoning District in which Property is located:*

R2

Section of City Zoning Ordinance that identifies the proposed land use in the Zoning District in which the property is located:

Plans to accompany application

Applications for permits shall be accompanied by drawings of the proposed work, drawn to scale, showing, when necessary, floor plans, sections, elevations, structural details. Computations and stress diagrams as the building official may require.

Plan Upload (if necessary)

 No files sent

Plot plan

When required by the building official, there shall be submitted a plot plan in a form and size designated by the building official for filing permanently with the permit record, drawn to scale, with all dimension figures, showing accurately the size and exact location of all proposed new construction and the relation to other existing or proposed buildings or structures on the same lot, and other buildings or structures on adjoining property within 15 feet of the property lines. In the case of demolition, the plot plan shall show the buildings or structures to be demolished and the buildings or structures on the same lot that are to remain.

Plot Plan Upload (if necessary)

 No files sent

Standards

The proposed amendment for future structure, addition, alteration or use will meet the minimum standards of this title for the district being proposed. Applicant's explanation:*

N/A

The Proposed development will be consistent with the adopted city master plan. Applicant's explanation:*

Item 5.

Yes

The proposed development will be compatible with and preserve the important natural features of the site. Applicant's explanation:*

Yes

The proposed use will not create a nuisance for neighboring uses, or unduly reduce the values of an adjoining property. Applicant's explanation:*

N/A

The proposed development will not create traffic circulation or parking problems. Applicant's explanation:*

N/A

The mass, volume, architectural features, materials and/or setback of proposed structures, additions or alterations will appear to be compatible with existing buildings in the immediate area. Applicant's explanation:*

N/A

Landmark structures on the National Register of Historic Places will be recognized as products of their own time. Alterations which have no historical basis will not be permitted. Applicant's explanation:*

N/A

The proposed structure, addition or alteration will not substantially reduce the availability of sunlight or solar access on adjoining properties. Applicant's explanation:*

N/A

Conditions

The City of Whitewater Zoning Ordinance authorizes the Plan Commission to hold a public hearing and make a recommendation to the City Council for the proposed changes (Section 19.69).

Signature (typed name)*

Date*

Item 5.

Allison Schwark

4/22/24

Application fees - fee for amendment to zoning ordinance is \$200

Date application received by city:

Receipt number:

Received by:

To be completed by code enforcement/zoning office:

Date notice sent to owners of record of opposite & abutting properties:

Date set for public review before Plan & Architectural Review Board:

Action taken:

Public hearing

- ☐ Recommended by Plan & Architectural Review Commission
- ☐ Not recommended by Plan & Architectural Review Commission

Conditions placed upon permit by Plan & Architectural Review Commission:

Signature, Plan & Architectural Review Commission Chair

Date

Tips for Minimizing Development Review Costs - A Guide for Applicants

The City of Whitewater assigns its consultant costs associated with reviewing development proposals to the applicant requesting development approval. These costs can vary based on a number of factors. Many of these factors can at least be partially controlled by the applicant for development review. The City recognizes we are in a time when the need to control costs is at the forefront of everyone's minds. The following guide is intended to assist applicants for City development approvals understand what they can do to manage and minimize the costs associated with review of their applications. The tips included in this guide will almost always result in a less costly and quicker review of an application.

1. Meet with Neighborhoods Services Department before submitting an application.

If you are planning on submitting an application for development review, one of the first things you should do is have a discussion with the City's Neighborhood Services Department. This can be accomplished either by dropping by the Neighborhood Services Department counter at City Hall, or by making an appointment with the Neighborhood Services Director. Before you make significant investments in your project, the Department can help you understand the feasibility of your proposal, what City plans and ordinances will apply, what type of review process will be required, and how to prepare a complete application.

2. Submit a complete and thorough application

One of the most important things you can do to make your review process less costly to you is to submit a complete, thorough, and well-organized application in accordance with City ordinance requirements. The City has checklists to help you make sure your application is complete. To help you prepare an application that has the right level of detail and information, assume that the people reviewing the application have never seen your property before, have no prior understanding of what you are proposing, and don't necessarily understand the reasons for your request.

3. For more complex or technical types of projects, strongly consider working with an experienced professional to help prepare your plans

Experienced professional engineers, land planners, architects, surveyors and landscape architects should be quite familiar with standard development review processes and expectations. They are also generally capable of preparing high-quality plans that will ultimately require less time (i.e., less cost for you) for the City's planning and engineering consultants to review, saving you money in the long run. Any project that includes significant site grading, storm water management, or utility work; significant landscaping; or significant building remodeling or expansion generally requires professionals in the associated fields to help out.

4. For simpler projects, submit thorough, legible, and accurate plans

For less complicated proposals, it is certainly acceptable to prepare plans yourself rather than paying to have them prepared by a professional. However, keep in mind that even though the project may be less complex, the City's staff and planning consultant still need to ensure that your proposal meets all City requirements. Therefore, such plans must be prepared with care. Regardless of the complexity, all site, building, and floor plans should:

- Be drawn to a recognized scale and indicate what the scale is (e.g., 1 inch = 40 feet).
- Include titles and dates on all submitted documents in case pieces of your application get separated.
- Include clear and legible labels that identify streets, existing and proposed buildings, parking areas, and other site improvements.
- Indicate what the property and improvements look like today versus what is being proposed for the future.
- Accurately represent and label the dimensions of all lot lines, setbacks, pavement/parking areas, building heights, and any other pertinent project features.

-- Indicate the colors and materials of all existing and proposed site/building improvements.

-- Including color photos with your application is one inexpensive and accurate way to show the current condition of the site. Color catalog pages or paint chips can be included to show the appearance of proposed signs, light fixtures, fences, retaining walls, landscaping features, building materials, or other similar improvements.

5. Submit your application well in advance of the Plan & Architectural Review Commission meeting

The City normally requires that a complete application be submitted four weeks in advance of the Commission meeting when it will be considered. For simple submittals not requiring a public hearing, this may be reduced to two weeks in advance. The further in advance you can submit your application, the better for you and everyone involved in reviewing the project. Additional review time may give the City's planning consultant and staff an opportunity to communicate with you about potential issues with your project or application and allow you time to efficiently address those issues before the Plan and Architectural Review Commission meeting. Be sure to provide reliable contact information on your application form and be available to respond to such questions or requests in a timely manner.

6. For more complex projects, submit your project for conceptual review

A conceptual review can be accomplished in several ways depending on the nature of your project and your desired outcomes.

-- Preliminary plans may be submitted to City staff and the planning consultant for a quick, informal review. This will allow you to gauge initial reactions to your proposal and help you identify key issues;

-- You may request a sit-down meeting with the Neighborhood Services Director and/or Planning consultant to review and more thoroughly discuss your proposal; and/or you can ask to be placed on a Plan and Architectural Review Commission meeting agenda to present and discuss preliminary plans with the Commission and gauge its reaction before formally submitting your development review application.

Overall, conceptual reviews almost always save time, money, stress, and frustration in the long run for everyone involved. For this reason, the City will absorb up to \$200 in consultant review costs for conceptual review of each project.

7. Hold a neighborhood meeting for larger and potentially more controversial projects

If you believe your project falls into one or both of these two categories (City staff can help you decide), one way to help the formal development review process go more smoothly is to host a meeting for the neighbors and any other interested members of the community. This would happen before any Plan and Architectural Review Commission meeting and often before you even submit a formal development review application.

A neighborhood meeting will give you an opportunity to describe your proposal, respond to questions and concerns, and generally address issues in an environment that is less formal and potentially less emotional than a Plan and Architectural Review Commission meeting. Neighborhood meetings can help you build support for your project, understand others' perspectives on your proposals, clarify misunderstandings, and modify the project and alleviate public concerns before the Plan and Architectural Review Commission meetings. Please notify the City Neighborhood Services Director of your neighborhood meeting date, time, and place; make sure all neighbors are fully aware (City staff can provide you a mailing list at no charge); and document the outcomes of the meeting to include with your application.

Typical City Planning Consultant Development Review Costs

The city often utilizes assistance from a planning consultant to analyze requests for land development approvals against city plans and ordinances and assist the City's Plan & Architectural Review Commission and City Council on decision making. Because it is the applicant who is generating the need for the service, the city's policy is to assign most consultant costs associated with such review to the applicant, as opposed to asking general taxpayer to cover these costs.

The development review costs provided below represent the planning consultant's range of costs associated with each particular type of development review. This usually involves some initial analysis of the application well before the public meeting date, communication with the applicant at that time if there are key issues to resolve before the meeting, further analysis and preparation of a written report the week before the meeting, meeting attendance, and sometimes minor follow-up after the meeting. Costs vary depending on a wide range of factors, including the type of application, completeness and clarity of the development application, the size and complexity of the proposed development, the degree of cooperation from the applicant for further information, and the level of community interest.

Type of development review being requested and planning consultant review cost range

Minor Site/Building Plan (e.g., minor addition to building, parking lot expansion, small apartment, downtown building alterations)

- ☐ When land use is a permitted use in the zoning district, and for minor downtown building alterations - up to \$600
- ☐ When use also requires a conditional use permit, and for major downtown building alterations - \$700-\$1,500

Major Site/Building Plan (e.g., new gas station/convenience store, new restaurant, supermarket, larger apartments, industrial building)

- ☐ When land use is a permitted use in the zoning district - \$700-\$2,000
- ☐ When land use also requires a conditional use permit - \$1,600-\$12,000

Conditional Use Permit with no Site Plan Review (e.g., home occupation, sale of liquor request, substitution of use in existing building)

- ☐ Up to \$600

Rezoning

- ☐ Standard (not PCD) zoning district - \$400-\$2,000
- ☐ Planned Community Development zoning district, assuming complete GDP & SIP application submitted at same time - \$2,100-\$12,000

Land Division

- ☐ Land Survey Map - up to \$300
- ☐ Subdivision Plat - \$1,500-\$3,000
- ☐ Plat (does not include any development agreement time) - \$50-\$1,500

Annexation

- ☐ Typically between \$200-\$400

Note on Potential Additional Review Costs

The City also retains a separate engineering consultant, who is typically involved in larger projects requiring storm water management plans, major utility work, or complex parking or road access plans. Engineering costs are not included above, but will also be assigned to the development review applicant. The consultant planner and engineer closely coordinate their reviews to control costs.

Cost Recovery Certificate and Agreement

The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, and recreation specialists) to assist in the City's review of an application for development review coming before the Plan and Architectural Review Commission, Board of Zoning Appeals, and/or Common Council. In fact, most applications require some level of review by the City's planning consultant. City of Whitewater staff shall retain sole discretion in determining when and to what extent it is necessary to involve a professional consultant in the review of an application.

The submittal of an application or petition for development review by an applicant shall be construed as an agreement to pay for such professional review services associated with the application or petition. The City may apply the charges for these services to the applicant and/or property owner in accordance with this agreement. The City may delay acceptance of an application or petition (considering it incomplete), or may delay final action or approval of the associated proposal, until the applicant pays such fees or the specified percentage thereof. Development review fees that are assigned to the applicant, but that are not actually paid, may then be imposed by the City as a special charge on the affected property.

Section A: Background Information - to be completed by the Applicant/Property Owner

Name*

Allison Schwark

Email Address*

mcodeenforcement@gmail.com

Address*

P.O. Box 178

City*

Whitewater

State*

WI

Zip Code*

53190

Phone Number*

262-249-6701

Fax Number

Project information

Name/description of development

Address of Development Site*

Item 5.

Tax key numbers

Property owner information (if different from applicant)

Name

Email Address

Address

City

State

Zip Code

Phone Number

Fax Number

Section B: Applicant/Property Owner Cost Obligations - To be completed by the City's Neighborhood Services Director

Under this agreement, the applicant shall be responsible for the costs indicated below. In the event the applicant fails to pay such costs, the responsibility shall pass to the property owner, if different. Costs may exceed those agreed to herein only by mutual agreement of the applicant, property owner, and City. If and when the City believes that actual costs incurred will exceed those listed below, for reasons not anticipated at the time of application or under the control of the City administration or consultants, the Neighborhood Services Director or his agent shall notify the applicant and property owner for their approval to exceed such initially agreed costs. If the applicant and property owner do not approve such additional costs, the City may, as permitted by law, consider the application withdrawn and/or suspend or terminate further review and consideration of the development application. In such case, the applicant and property owner shall be responsible for all consultant costs incurred up until that time.

A. Application fee

B. Expected planning consultant review cost

C. Total cost expected of application (A+B)

D. 25% of total cost, due at time of application:

Project likely to incur additional engineering or other consultant review costs?

-- Select One --

Balance of costs

The balance of the applicant's costs, not due at time of application, shall be payable upon applicant receipt of one or more itemized invoices from the City. If the application fee plus actual planning and engineering consultant review costs end up being less than the 25% charged to the applicant at the time of application, the City shall refund the difference to the applicant.

Section C: Agreement Execution - To be completed by the Applicant and Property Owner

The undersigned applicant and property owner agree to reimburse the City for all costs directly or indirectly associated with the consideration of the applicant's proposal as indicated in this agreement, with 25% of such costs payable at the time of application and the remainder of such costs payable upon receipt of one or more invoices from the City following the execution of development review services associated with the application.

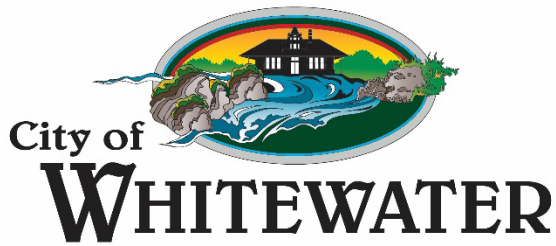
Signature of Applicant/Petitioner*

Allison Schwark

Signature of Property Owner (if different)**Printed Name of Applicant/Petitioner****Printed Name of Property Owner****Date of Signature***

4/22/24

Date of Signature



Neighborhood Services
 Department
*Planning, Zoning, Code
 Enforcement, GIS
 and Building
 Inspections*
www.whitewater-wi.gov
 Telephone: (262) 473-0540

NOTICE OF PUBLIC HEARING

TO ALL INTERESTED PARTIES:

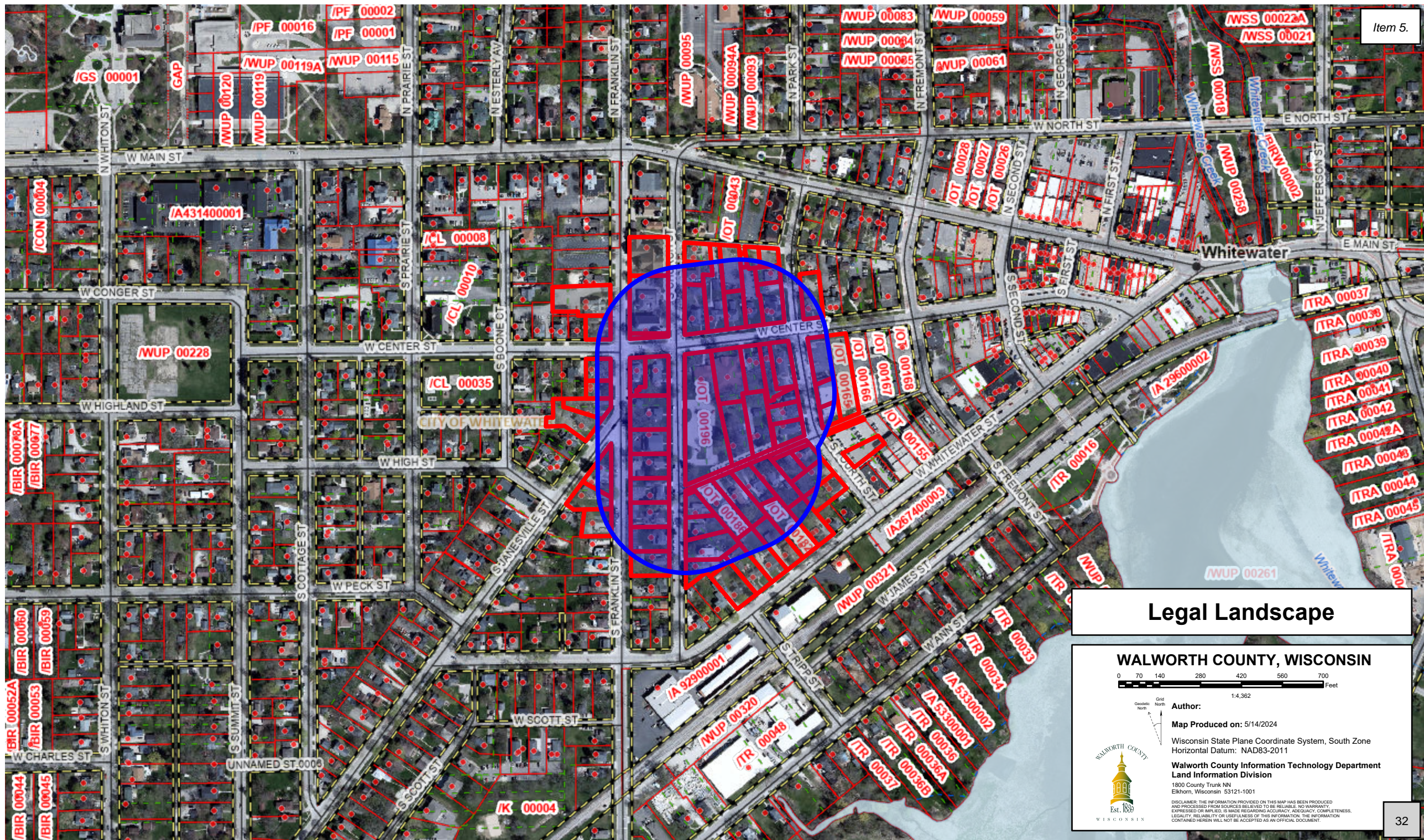
A meeting of the PLAN AND ARCHITECTURAL REVIEW COMMISSION of the City of Whitewater will be held at the Municipal Building, Community Room, located at 312 W. Whitewater Street on the 8th day of July at 6:00 p.m. to hold a public hearing for a change in zoning for the Irvin L Young Library located at 431 W Center Street, Tax Parcel Id #'s /OT00196 and /OT000197 from R2-One and Two Family Residential to I-Institutional.

The Proposal is on file in the Neighborhoods Services Office located at 312 W. Whitewater Street and is open to public inspection during office hours Monday through Friday, 8:00 a.m. to 4:30 p.m.

This meeting is open to the public. COMMENTS FOR, OR AGAINST THE PROPOSED PROJECT MAY BE SUBMITTED IN PERSON OR IN WRITING.

For information, call (262) 473-0540

Llana Dostie, Neighborhood Services Administrative Assistant



JVULTAGGIO LLC
N9121 OLD HWY P
WHITEWATER, WI 53190-9000

FIRST ENGLISH LUTHERAN CHURCH
WHITEWATER
401 W MAIN ST
WHITEWATER, WI 53190-9000

STEPHEN L NASS
N8330 JACKSON RD
WHITEWATER, WI 53190

KACHEL 214 SOUTH JANESVILLE LLC
PO BOX 239
WHITEWATER, WI 53190-9000

KACHEL 218 SOUTH FRANKLIN LLC
PO BOX 239
WHITEWATER, WI 53190-9000

KACHEL 210 SOUTH FRANKLIN LLC
PO BOX 239
WHITEWATER, WI 53190

STILLWATER HOLDINGS LLC
635 3RD ST
BELOIT, WI 53511-1100

332 CENTER LLC
C/O JAMES & LORI HECKENDORF
1024 TARRANT DR
FONTANA, WI 53125-2500

LAKE COUNTRY PARTNERSHIP LLC
S107W30511 SANDY BEACH RD
MUKWONAGO, WI 53149-4900

LADWIG & VOS INC
140 LONGMEADOW DR
BURLINGTON, WI 53105

BILHORN PROPERTIES III LLC
282 NORTHSIDE DR
MILTON, WI 53563-6300

BRIAN JON BUHROW
424 W CENTER ST
WHITEWATER, WI 53190

RLA PROPERTIES LLC
895 E BRIAR RIDGE DR
BROOKFIELD, WI 53045-5200

D&R PARTNERSHIP LLC
PO BOX 266
WHITEWATER, WI 53190

GREGORY J PORCARO
SHARON A PORCARO
430 W CENTER ST
WHITEWATER, WI 53190-9000

DANIEL W RICHARDSON TRUST
PATRICIA BLACKMER TRUST
445 W CENTER ST
WHITEWATER, WI 53190-9000

KENNETH R GRAY
451 W CENTER ST
WHITEWATER, WI 53190

SIMMONS RENTAL PROPERTIES LLC
N26143 JOE COULEE RD
BLAIR, WI 54616-1600

KACHEL LP 238 SOUTH CHURCH LLC
PO BOX 239
WHITEWATER, WI 53190-9000

KACHEL LP 248 SOUTH CHURCH LLC
PO BOX 239
WHITEWATER, WI 53190-9000

KACHEL LP 258 SOUTH CHURCH LLC
PO BOX 239
WHITEWATER, WI 53190-9000

KACHEL LP 264 SOUTH CHURCH LLC
PO BOX 239
WHITEWATER, WI 53190-9000

KACHEL LP 272 SOUTH CHURCH LLC
PO BOX 239
WHITEWATER, WI 53190-9000

CITY OF WHITEWATER
312 W WHITEWATER ST
WHITEWATER, WI 53190-9000

RIDGEPOINT CENTER LLC
4305 N BROOKFIELD RD
BROOKFIELD, WI 53045-4500

YOLANDA RAMIREZ
620 S JANESVILLE ST
WHITEWATER, WI 53190-9000

STEVEN GOUTCHER
RITA GOUTCHER
236 S FOURTH ST
WHITEWATER, WI 53190-9000

SARAH STOLBERG
411 W FOREST AVE
WHITEWATER, WI 53190-9000

RUSSELL R WALTON
1005 W MAIN ST
STE C
WHITEWATER, WI 53190

DENNIS M ERICKSON
417 W FOREST ST
WHITEWATER, WI 53190-9000

ARKI LLC
W396 S3675 HARDSCRABBLE RD
DOUSMAN, WI 53118-1800

MELISSA R MIRITZ
N9330 KNUTESON DR
WHITEWATER, WI 53190-5000

RUSSELL ROGERS
MARY E ROGERS
430 W WHITEWATER ST WHITEWATER,
WI 53190

RILEY WALENTON
433 W FOREST AVE
WHITEWATER, WI 53190-9000

ALEJANDRO PEREZ
JUANA PEREZ, ETAL
436 W WHITEWATER ST
WHITEWATER, WI 53190

JARROD KOLLWELTER TRUST
W7522 BLUFF RD
WHITEWATER, WI 53190-9000

KACHEL LP 253 SOUTH CHURCH LLC
PO BOX 239
WHITEWATER, WI 53190

261 S CHURCH ST LLC
620 S WAYFARE TRL
OCONOMOWOC, WI 53066-6600

RODRIGUEZ PROPERTIES LLC
N9707 N MCCORD RD
WHITEWATER, WI 53190

SCOTT ALLEN KREBS
KIMBERLY ANN KREBS
440 W WHITEWATER ST
WHITEWATER, WI 53190

JOHN W MEDDAUGH
452 W WHITEWATER ST
WHITEWATER, WI 53190

WOODS PROPERTIES SOUTHEAST LLC
271 S CHURCH ST
WHITEWATER, WI 53190-9000

ALFREDO RAMIREZ
424 W FOREST AVE
WHITEWATER, WI 53190-9000

WR4217 LLC
34560 SPRINGBANK RD
OCONOMOWOC, WI 53066-6600

TIMOTHY T UNOLD
BENITO R UNOLD
682 N WALTON DR
WHITEWATER, WI 53190-9000

FOURTH STREET PAD LLC
4328 TANGLEWOOD DR
JANESVILLE, WI 53546-4600

GENEVIEVE MURSCH
220 S 4TH ST
WHITEWATER, WI 53190-9000

JLCH PROPERTIES LLC
C/O JAMES AND LORI HECKENDORF
1024 TARRANT DR
FONTANA, WI 53125-2500

CERANSKE PROPERTY MANAGEMENT
LLC
N9503 WOODWARD RD
WHITEWATER, WI 53190-9000

DLK 152 SOUTH FRANKLIN LLC
PO BOX 239
WHITEWATER, WI 53190

KACHEL 200 SOUTH FRANKLIN LLC
PO BOX 239
WHITEWATER, WI 53190-9000

ST LUKES EPISCOPAL RECTORY
146 S CHURCH ST
WHITEWATER, WI 53190

PINNACLE ASSISTED LIVING SERVICES
LLC
ALLIED CARE LLC
146 S CHURCH ST
WHITEWATER, WI 53190-9000

M E M O R A N D U M

To: City of Whitewater Plan and Architectural Review

Commission

From: **Allison Schwark, Zoning
Administrator**

Date: July 8, 2024

Re: Rezone

Summary of Request	
Requested Approvals:	Rezone
Location:	312 W Whitewater Street
Current Land Use:	City of Whitewater Municipal Building and Firehouse
Proposed Land Use:	City of Whitewater Municipal Building and Firehouse
Current Zoning:	B-2 Central Business District
Proposed Zoning:	I Institutional
Future Land Use, Comprehensive Plan:	Institutional

Rezone Review

The City of Whitewater seeks to rezone their municipal building and firehouse located at 312 W Whitewater Street. The building and surrounding parking areas currently include tax keys: /OT 00152, /OT 00153, /OT 00154, /OT 00155, /OT 00156, /OT 00159, /OT 00160, and /OT 00158.

Planner's Recommendations

- 1) Staff recommends that Plan Commission **APPROVE** the Rezone for all parcels as it meets all requirements of the zoning district and is consistent with the comprehensive plan and future land use plan.

Print**Petition for change or amendment of zoning - Submission #945****Date Submitted: 5/20/2024****City of Whitewater**

312 W. Whitewater Street

P.O. Box 178

Whitewater, WI 53190

262-473-0540

www.whitewater-wi.gov**City of Whitewater - petition for change or amendment of zoning**

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Procedure**File the Petition with the City Clerk. Filed on:****Class 2 Notices published in Official Newspaper on:**

Must be filed on two separate dates

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It will hear comments of the petitioner and property owners. Comments may be made either in person or in writing.

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Please complete the following application:

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Refer to Chapter 19.69 of the City of Whitewater Code of Ordinances, entitled CHANGES AND AMENDMENTS, for more information on application and protests of changes.

Applicant identification/information

Name*

Allison Schwark

Email Address*

mcodeenforcement@gmail.com

Address*

P.O. Box 178

City*

Whitewater

State*

WI

Zip Code*

53190

Phone Number*

262-249-6701

Fax Number

Property information

Address*

312 W Whitewater Street

City*

Whitewater

State*

WI

Zip Code*

53190

Owner information, according to current property tax records on the date of the application (if different from applicant information)

Name**Email Address**

Item 6.

City of Whitewater

mcodeenforcement@gmail.com

Address

312 W Whitewater Street Tax Keys: /OT 00152, /OT 00153, /OT 00154, /OT 00155, /OT 00156, /OT 00159, /OT 00160, /OT 00158

City**State****Zip Code**

Whitewater

WI

53190

Phone Number**Fax Number**

262-249-6701

Agent or Representative assisting in the Application (Engineer, Architect, Attorney, etc.) if applicable

Name**Email Address****Address****City****State****Zip Code****Phone Number****Fax Number**

Has either the applicant or the owner had any variances issued to them on any property?*

No

If YES, please indicate the type of variance issued and indicate whether conditions have been complied with:

Existing and proposed uses

Current Zoning District or Ordinance to be Amended:*

B-2

Proposed Zoning District or Ordinance:*

Institutional

Zoning District in which Property is located:*

B-2

Section of City Zoning Ordinance that identifies the proposed land use in the Zoning District in which the property is located:

Sec 19.48

Plans to accompany application

Applications for permits shall be accompanied by drawings of the proposed work, drawn to scale, showing, when necessary, floor plans, sections, elevations, structural details. Computations and stress diagrams as the building official may require.

Plan Upload (if necessary)

 No files sent

Plot plan

When required by the building official, there shall be submitted a plot plan in a form and size designated by the building official for filing permanently with the permit record, drawn to scale, with all dimension figures, showing accurately the size and exact location of all proposed new construction and the relation to other existing or proposed buildings or structures on the same lot, and other buildings or structures on adjoining property within 15 feet of the property lines. In the case of demolition, the plot plan shall show the buildings or structures to be demolished and the buildings or structures on the same lot that are to remain.

Plot Plan Upload (if necessary)

 No files sent

Standards

The proposed amendment for future structure, addition, alteration or use will meet the minimum standards of this title for the district being proposed. Applicant's explanation:*

Yes

The Proposed development will be consistent with the adopted city master plan. Applicant's explanation:*

Item 6.

Yes

The proposed development will be compatible with and preserve the important natural features of the site. Applicant's explanation:*

Yes

The proposed use will not create a nuisance for neighboring uses, or unduly reduce the values of an adjoining property. Applicant's explanation:*

Yes

The proposed development will not create traffic circulation or parking problems. Applicant's explanation:*

Yes

The mass, volume, architectural features, materials and/or setback of proposed structures, additions or alterations will appear to be compatible with existing buildings in the immediate area. Applicant's explanation:*

Yes

Landmark structures on the National Register of Historic Places will be recognized as products of their own time. Alterations which have no historical basis will not be permitted. Applicant's explanation:*

N/A

The proposed structure, addition or alteration will not substantially reduce the availability of sunlight or solar access on adjoining properties. Applicant's explanation:*

N/A

Conditions

The City of Whitewater Zoning Ordinance authorizes the Plan Commission to hold a public hearing and make a recommendation to the City Council for the proposed changes (Section 19.69).

Signature (typed name)*

Date*

Item 6.

Allison Schwark

5/20/24

Application fees - fee for amendment to zoning ordinance is \$200

Date application received by city:

Receipt number:

Received by:

To be completed by code enforcement/zoning office:

Date notice sent to owners of record of opposite & abutting properties:

Date set for public review before Plan & Architectural Review Board:

Action taken:

Public hearing

- ☐ Recommended by Plan & Architectural Review Commission
- ☐ Not recommended by Plan & Architectural Review Commission

Conditions placed upon permit by Plan & Architectural Review Commission:

Signature, Plan & Architectural Review Commission Chair

Date

Tips for Minimizing Development Review Costs - A Guide for Applicants

The City of Whitewater assigns its consultant costs associated with reviewing development proposals to the applicant requesting development approval. These costs can vary based on a number of factors. Many of these factors can at least be partially controlled by the applicant for development review. The City recognizes we are in a time when the need to control costs is at the forefront of everyone's minds. The following guide is intended to assist applicants for City development approvals understand what they can do to manage and minimize the costs associated with review of their applications. The tips included in this guide will almost always result in a less costly and quicker review of an application.

1. Meet with Neighborhoods Services Department before submitting an application.

If you are planning on submitting an application for development review, one of the first things you should do is have a discussion with the City's Neighborhood Services Department. This can be accomplished either by dropping by the Neighborhood Services Department counter at City Hall, or by making an appointment with the Neighborhood Services Director. Before you make significant investments in your project, the Department can help you understand the feasibility of your proposal, what City plans and ordinances will apply, what type of review process will be required, and how to prepare a complete application.

2. Submit a complete and thorough application

One of the most important things you can do to make your review process less costly to you is to submit a complete, thorough, and well-organized application in accordance with City ordinance requirements. The City has checklists to help you make sure your application is complete. To help you prepare an application that has the right level of detail and information, assume that the people reviewing the application have never seen your property before, have no prior understanding of what you are proposing, and don't necessarily understand the reasons for your request.

3. For more complex or technical types of projects, strongly consider working with an experienced professional to help prepare your plans

Experienced professional engineers, land planners, architects, surveyors and landscape architects should be quite familiar with standard development review processes and expectations. They are also generally capable of preparing high-quality plans that will ultimately require less time (i.e., less cost for you) for the City's planning and engineering consultants to review, saving you money in the long run. Any project that includes significant site grading, storm water management, or utility work; significant landscaping; or significant building remodeling or expansion generally requires professionals in the associated fields to help out.

4. For simpler projects, submit thorough, legible, and accurate plans

For less complicated proposals, it is certainly acceptable to prepare plans yourself rather than paying to have them prepared by a professional. However, keep in mind that even though the project may be less complex, the City's staff and planning consultant still need to ensure that your proposal meets all City requirements. Therefore, such plans must be prepared with care. Regardless of the complexity, all site, building, and floor plans should:

- Be drawn to a recognized scale and indicate what the scale is (e.g., 1 inch = 40 feet).
- Include titles and dates on all submitted documents in case pieces of your application get separated.
- Include clear and legible labels that identify streets, existing and proposed buildings, parking areas, and other site improvements.
- Indicate what the property and improvements look like today versus what is being proposed for the future.
- Accurately represent and label the dimensions of all lot lines, setbacks, pavement/parking areas, building heights, and any other pertinent project features.

-- Indicate the colors and materials of all existing and proposed site/building improvements.

-- Including color photos with your application is one inexpensive and accurate way to show the current condition of the site. Color catalog pages or paint chips can be included to show the appearance of proposed signs, light fixtures, fences, retaining walls, landscaping features, building materials, or other similar improvements.

5. Submit your application well in advance of the Plan & Architectural Review Commission meeting

The City normally requires that a complete application be submitted four weeks in advance of the Commission meeting when it will be considered. For simple submittals not requiring a public hearing, this may be reduced to two weeks in advance. The further in advance you can submit your application, the better for you and everyone involved in reviewing the project. Additional review time may give the City's planning consultant and staff an opportunity to communicate with you about potential issues with your project or application and allow you time to efficiently address those issues before the Plan and Architectural Review Commission meeting. Be sure to provide reliable contact information on your application form and be available to respond to such questions or requests in a timely manner.

6. For more complex projects, submit your project for conceptual review

A conceptual review can be accomplished in several ways depending on the nature of your project and your desired outcomes.

-- Preliminary plans may be submitted to City staff and the planning consultant for a quick, informal review. This will allow you to gauge initial reactions to your proposal and help you identify key issues;

-- You may request a sit-down meeting with the Neighborhood Services Director and/or Planning consultant to review and more thoroughly discuss your proposal; and/or you can ask to be placed on a Plan and Architectural Review Commission meeting agenda to present and discuss preliminary plans with the Commission and gauge its reaction before formally submitting your development review application.

Overall, conceptual reviews almost always save time, money, stress, and frustration in the long run for everyone involved. For this reason, the City will absorb up to \$200 in consultant review costs for conceptual review of each project.

7. Hold a neighborhood meeting for larger and potentially more controversial projects

If you believe your project falls into one or both of these two categories (City staff can help you decide), one way to help the formal development review process go more smoothly is to host a meeting for the neighbors and any other interested members of the community. This would happen before any Plan and Architectural Review Commission meeting and often before you even submit a formal development review application.

A neighborhood meeting will give you an opportunity to describe your proposal, respond to questions and concerns, and generally address issues in an environment that is less formal and potentially less emotional than a Plan and Architectural Review Commission meeting. Neighborhood meetings can help you build support for your project, understand others' perspectives on your proposals, clarify misunderstandings, and modify the project and alleviate public concerns before the Plan and Architectural Review Commission meetings. Please notify the City Neighborhood Services Director of your neighborhood meeting date, time, and place; make sure all neighbors are fully aware (City staff can provide you a mailing list at no charge); and document the outcomes of the meeting to include with your application.

Typical City Planning Consultant Development Review Costs

The city often utilizes assistance from a planning consultant to analyze requests for land development approvals against city plans and ordinances and assist the City's Plan & Architectural Review Commission and City Council on decision making. Because it is the applicant who is generating the need for the service, the city's policy is to assign most consultant costs associated with such review to the applicant, as opposed to asking general taxpayer to cover these costs.

The development review costs provided below represent the planning consultant's range of costs associated with each particular type of development review. This usually involves some initial analysis of the application well before the public meeting date, communication with the applicant at that time if there are key issues to resolve before the meeting, further analysis and preparation of a written report the week before the meeting, meeting attendance, and sometimes minor follow-up after the meeting. Costs vary depending on a wide range of factors, including the type of application, completeness and clarity of the development application, the size and complexity of the proposed development, the degree of cooperation from the applicant for further information, and the level of community interest.

Type of development review being requested and planning consultant review cost range

Minor Site/Building Plan (e.g., minor addition to building, parking lot expansion, small apartment, downtown building alterations)

- ☐ When land use is a permitted use in the zoning district, and for minor downtown building alterations - up to \$600
- ☐ When use also requires a conditional use permit, and for major downtown building alterations - \$700-\$1,500

Major Site/Building Plan (e.g., new gas station/convenience store, new restaurant, supermarket, larger apartments, industrial building)

- ☐ When land use is a permitted use in the zoning district - \$700-\$2,000
- ☐ When land use also requires a conditional use permit - \$1,600-\$12,000

Conditional Use Permit with no Site Plan Review (e.g., home occupation, sale of liquor request, substitution of use in existing building)

- ☐ Up to \$600

Rezoning

- ☐ Standard (not PCD) zoning district - \$400-\$2,000
- ☐ Planned Community Development zoning district, assuming complete GDP & SIP application submitted at same time - \$2,100-\$12,000

Land Division

- ☐ Land Survey Map - up to \$300
- ☐ Subdivision Plat - \$1,500-\$3,000
- ☐ Plat (does not include any development agreement time) - \$50-\$1,500

Annexation

- ☐ Typically between \$200-\$400

Note on Potential Additional Review Costs

The City also retains a separate engineering consultant, who is typically involved in larger projects requiring storm water management plans, major utility work, or complex parking or road access plans. Engineering costs are not included above, but will also be assigned to the development review applicant. The consultant planner and engineer closely coordinate their reviews to control costs.

Cost Recovery Certificate and Agreement

The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, and recreation specialists) to assist in the City's review of an application for development review coming before the Plan and Architectural Review Commission, Board of Zoning Appeals, and/or Common Council. In fact, most applications require some level of review by the City's planning consultant. City of Whitewater staff shall retain sole discretion in determining when and to what extent it is necessary to involve a professional consultant in the review of an application.

The submittal of an application or petition for development review by an applicant shall be construed as an agreement to pay for such professional review services associated with the application or petition. The City may apply the charges for these services to the applicant and/or property owner in accordance with this agreement. The City may delay acceptance of an application or petition (considering it incomplete), or may delay final action or approval of the associated proposal, until the applicant pays such fees or the specified percentage thereof. Development review fees that are assigned to the applicant, but that are not actually paid, may then be imposed by the City as a special charge on the affected property.

Section A: Background Information - to be completed by the Applicant/Property Owner

Name*

City of Whitewater

Email Address*

mcodeenforcement@gmail.com

Address*

312 W Whitewater Street

City*

Whitewater

State*

WI

Zip Code*

53190

Phone Number*

262-249-6701

Fax Number

Project information

Name/description of development

Address of Development Site*

Item 6.

312 W Whitewater Street

Tax key numbers

Property owner information (if different from applicant)

Name

Email Address

Address

City

State

Zip Code

Phone Number

Fax Number

Section B: Applicant/Property Owner Cost Obligations - To be completed by the City's Neighborhood Services Director

Under this agreement, the applicant shall be responsible for the costs indicated below. In the event the applicant fails to pay such costs, the responsibility shall pass to the property owner, if different. Costs may exceed those agreed to herein only by mutual agreement of the applicant, property owner, and City. If and when the City believes that actual costs incurred will exceed those listed below, for reasons not anticipated at the time of application or under the control of the City administration or consultants, the Neighborhood Services Director or his agent shall notify the applicant and property owner for their approval to exceed such initially agreed costs. If the applicant and property owner do not approve such additional costs, the City may, as permitted by law, consider the application withdrawn and/or suspend or terminate further review and consideration of the development application. In such case, the applicant and property owner shall be responsible for all consultant costs incurred up until that time.

A. Application fee

B. Expected planning consultant review cost

C. Total cost expected of application (A+B)

D. 25% of total cost, due at time of application:

Project likely to incur additional engineering or other consultant review costs?

-- Select One --

Balance of costs

The balance of the applicant's costs, not due at time of application, shall be payable upon applicant receipt of one or more itemized invoices from the City. If the application fee plus actual planning and engineering consultant review costs end up being less than the 25% charged to the applicant at the time of application, the City shall refund the difference to the applicant.

Section C: Agreement Execution - To be completed by the Applicant and Property Owner

The undersigned applicant and property owner agree to reimburse the City for all costs directly or indirectly associated with the consideration of the applicant's proposal as indicated in this agreement, with 25% of such costs payable at the time of application and the remainder of such costs payable upon receipt of one or more invoices from the City following the execution of development review services associated with the application.

Signature of Applicant/Petitioner*

Allison Schwark

Signature of Property Owner (if different)**Printed Name of Applicant/Petitioner****Printed Name of Property Owner****Date of Signature***

5/20/24

Date of Signature

CITY OF WHITEWATER
312 W WHITEWATER ST
WHITEWATER, WI 53190

XURI PROPERTIES LLC
S95 W34735 JERRICHO DRIVE
EAGLE WI 53119

WISCONSIN DAIRY SUPPLY CO
TAX COMMISSIONER C.M.ST.P.& P.RR
CO
PO BOX 239
WHITEWATER, WI 53190

ASSOCIATED BANK CORPERATION REAL
ESTATE
LEASING-REAL ESTATE, MS8227
433 MAIN STREET
GREEN BAY WI 54301

MILK ADVISORY BOARD LLC
147 S PRINCE STREET
WHITEWATER, WI 53190

COMMERICAL BANK FREMONT ST
70 NORTH MAIN STREET
FORT ATKINSON, WI 53538

RIDGEPOINT CENTER LLC
4305 N BROOKFIELD RD
BROOKFIELD WI 53045

BUEHLER LAW OFFICE LLC
266 LAKEVIEW DR
WHITEWATER WI 53190

ROBERT ARDELT
835 W WALWORTH AVE
WHITEWATER WI 53190

CENTER STREET RENTALS LLC
W9597 BREIDSAN DRIVE
WHITEWATER WI 53190

RODRIGUEZ PROPERTIES, LLC
N9707 N MCCORD RD
WHITEWATER WI 53538

HEPP HOLDINGS LLC
N7185 COUNTY ROAD A
JOHNSON CREEK WI 53038

YOLANDA RAMIREZ
620 S JANESVILLE STREET
WHITEWATER WI 53190

LADWIG & VOS INC
140 LONGMEADOW DR
BURLINGTON WI 53105

STEVEN GOUTCHER
RITA GOUTCHER
236 S FOURTH STREET
WHITEWATER WI 53190

SARAH STOLBERG
411 W FOREST AVE
WHITEWATER WI 53190

ANDREW LINDNER
412 W WHITEWATER STREET
WHITEWATER, WI 53190

RUSSELL R WALTON
1005 W MAIN STREET STE C
WHITEWATER WI 53190

DENNIS M ERICKSON
417 W FOREST STREET
WHITEWATER WI 53190

ARKI LLC
W396 S3675 HARDSCRABBLE RD
DOUSMAN WI 53118

MELISS R MIRITZ
N9330 KNUTESON DR
WHITEWATER WI 53190

ALFREDO RAMIREZ
424 W FOREST AVE
WHITEWATER WI 53190

WR4217 LLC
34560 SPRINGBANK RD
OCONOMOWOC WI 53066

TIMOTHY T UNOLD
BENITO R UNOLD
682 N WALTON DR
WHITEWATER WI 53190

FOURTH STREET PAD LLC
4328 TANGLEWOOD DR
JANESVILLE WI 53546

GENEVIEVE MURSCH
220 S 4TH ST
WHITEWATER WI 53190

JLCH PROPERTYS LLC
C/O JAMES AND LORI HECKENDORF
1024 TARRANT DR
FONTANA WI 53125

DAUNE R SCHAUB
2564 NORTH SHORE DR #3
DELAVAN WI 53115-3811

M SCOTT GITTRICH
333 W CENTER ST
WHITEWATER WI 53190

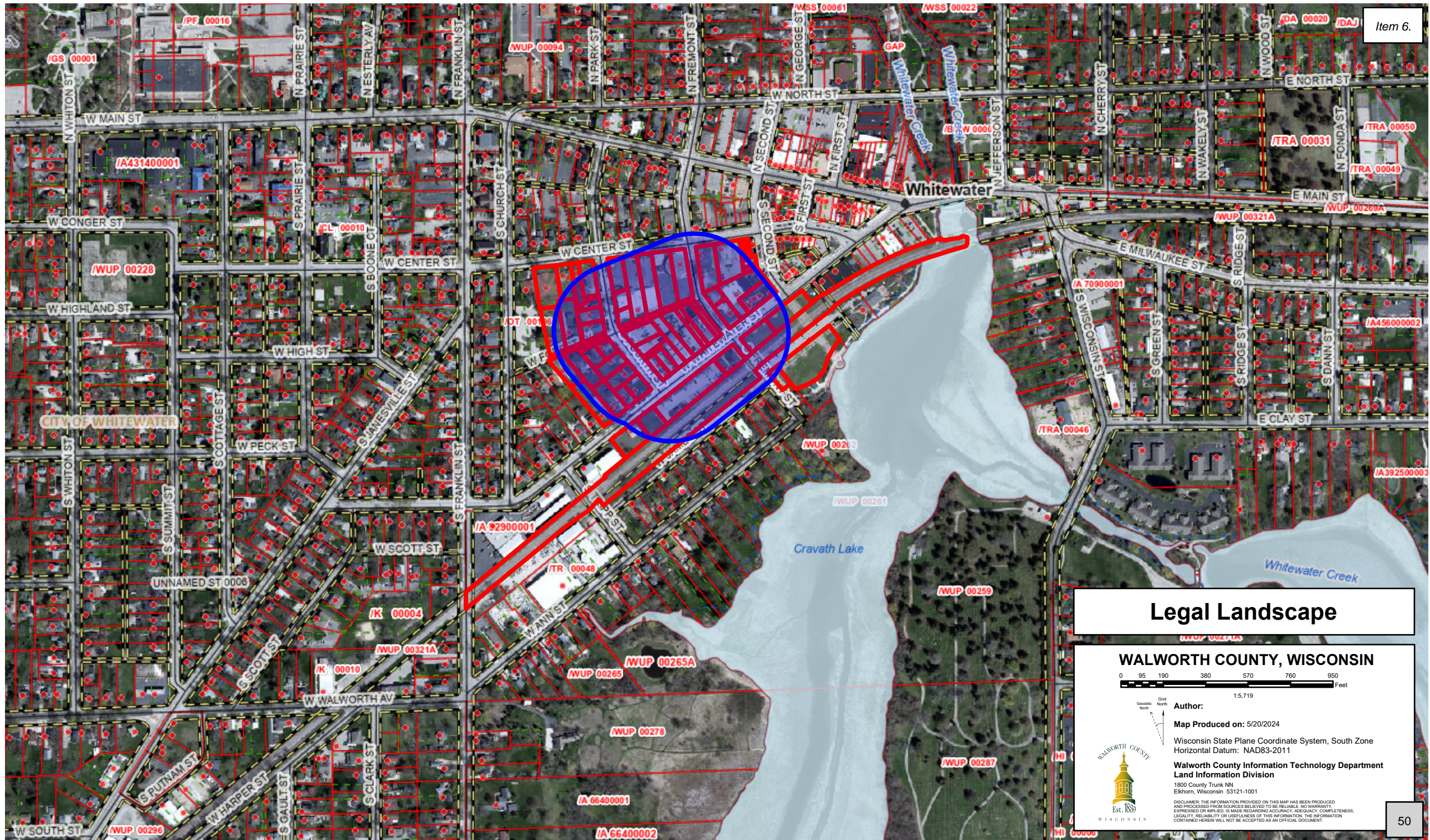
RUSSELL DEVITT
VICKI S DEVITT
332 W WHITEWATER ST
WHITEWATER WI 53190

COMMUNITY DEVELOPMENT
AUTHORITY OF CITY OF WHITEWATER
402 W MAIN ST
WHITEWATER WI 53190

STATE OF WISCONSIN DEPT OF
TRANSPORTATION
PO BOX 7921
MADISON WI 53707-7921

HOME LUMBER CO INC
499 WHITEWATER ST
WHITEWATER WI 53190

Item 6.



Legal Landscape

WALWORTH COUNTY, WISCONSIN

0 95 190 380 570 760 950 Feet

1:5,719



Author:

Map Produced on: 5/20/2024

Wisconsin State Plane Coordinate System, South Zone
Horizontal Datum: NAD83-2011

**Walworth County Information Technology Department
Land Information Division**

1800 County Trunk NN
Elkhorn, Wisconsin 53121-1001

DISCLAIMER: THE INFORMATION PROVIDED ON THIS MAP HAS BEEN PRODUCED AND PROCESSED FROM SOURCES BELIEVED TO BE RELIABLE. NO WARRANTY, EXPRESSED OR IMPLIED, IS MADE REGARDING ACCURACY, ADEQUACY, COMPLETENESS, LEGALITY, RELIABILITY OR USEFULNESS OF THIS INFORMATION. THE INFORMATION CONTAINED HEREIN WILL NOT BE ACCEPTED AS AN OFFICIAL DOCUMENT.

M E M O R A N D U M

To: City of Whitewater Plan and Architectural Review

Commission

From: Allison Schwark, Zoning

Administrator

Date: July 8, 2024

Re: Rezone

Summary of Request	
Requested Approvals:	Rezone
Location:	/HAS 00048D
Current Land Use:	Vacant Land
Proposed Land Use:	Residential Housing
Current Zoning:	B-1 Community Business District
Proposed Zoning:	R-2 One & Two Family Residence
Future Land Use, Comprehensive Plan:	Two Family/Townhouse Residential

Rezone Review

The Property Owner AJ Tanis seeks to rezone the property on the corner of S Taft Street and East Clay Street /HAS 00048D. The property is 1.74 acres and is vacant at this time. In the future the owner would like to develop the property for residential housing. The property owner would like to amend the zoning from B-1 to R-2. The Future land use is consistent with the proposed change as the plan indicates the location should be used for two family or townhouse residential development.

Planner's Recommendations

- 1) Staff recommends that Plan Commission **APPROVE** the Rezone as it meets all requirements of the zoning district and is consistent with the comprehensive plan and future land use plan.

Print**Petition for change or amendment of zoning - Submission #947****Date Submitted: 5/21/2024****City of Whitewater**

312 W. Whitewater Street

P.O. Box 178

Whitewater, WI 53190

262-473-0540

www.whitewater-wi.gov**City of Whitewater - petition for change or amendment of zoning**

Whenever the public necessity, convenience, general welfare or good zoning practice require, the City Council may, by Ordinance, change the district boundaries or amend, change or supplement the regulations established by the Zoning Ordinance.

A change or amendment may be initiated by the City Council, the Plan Commission, or by a Petition of one or more of the owners, lessees, or authorized agents of the property within the area proposed to be changed.

Procedure**File the Petition with the City Clerk. Filed on:**

Whitewater

Class 2 Notices published in Official Newspaper on:

Must be filed on two separate dates

Notices of Public Hearing mailed to property owners on:**Plan Commission holds public hearing on:**

It will hear comments of the petitioner and property owners. Comments may be made either in person or in writing.

At the conclusion of the public hearing, the Plan Commission makes a decision on the recommendation it will forward to the City Council.

City Council consideration of the Plan Commission's recommendation and final decision on adoption of the ordinance making the change:

Whitewater

Will occur at the council's next meeting following the Plan Commission, unless circumstances dictate otherwise.

The Ordinance is effective upon passage and publication as provided by law.

Please complete the following application:

If there is more than one applicant for an area to be rezoned, add additional pages with the signatures of the owners, indicate their address and the date of signature.

Refer to Chapter 19.69 of the City of Whitewater Code of Ordinances, entitled CHANGES AND AMENDMENTS, for more information on application and protests of changes.

Applicant identification/information

Name*

AJ Tanis

Email Address*

allen.tanis@yahoo.com

Address*

1232 W Walworth Ave, Whitewater, WI, USA

City*

Whitewater

State*

WI

Zip Code*

53190

Phone Number*

2624720598

Fax Number

Property information

Address*

Northeast corner of Taft and Clay st. tax code /HAS00048D

City*

Whitewater

State*

WI

Zip Code*

53190

Owner information, according to current property tax records on the date of the application (if different from applicant information)

Name**Email Address**

Item 7.

AJ Tanis LLC II

allen.tanis@yahoo.com

Address

1232 W Walworth Ave

City**State****Zip Code**

Whitewater

WI

53190

Phone Number**Fax Number**

2624720598

Agent or Representative assisting in the Application (Engineer, Architect, Attorney, etc.) if applicable

Name**Email Address**

Allen Tanis

allen.tanis@yahoo.com

Address

1232 W Walworth Ave, Whitewater, WI, USA

City**State****Zip Code****Phone Number****Fax Number**

Has either the applicant or the owner had any variances issued to them on any property?*

No

If YES, please indicate the type of variance issued and indicate whether conditions have been complied with:

No

Existing and proposed uses

Current Zoning District or Ordinance to be Amended:*

B1

Proposed Zoning District or Ordinance:*

R2

Zoning District in which Property is located:*

currently B1

Section of City Zoning Ordinance that identifies the proposed land use in the Zoning District in which the property is located:

Plans to accompany application

Applications for permits shall be accompanied by drawings of the proposed work, drawn to scale, showing, when necessary, floor plans, sections, elevations, structural details. Computations and stress diagrams as the building official may require.

Plan Upload (if necessary)

 No files sent

Plot plan

When required by the building official, there shall be submitted a plot plan in a form and size designated by the building official for filing permanently with the permit record, drawn to scale, with all dimension figures, showing accurately the size and exact location of all proposed new construction and the relation to other existing or proposed buildings or structures on the same lot, and other buildings or structures on adjoining property within 15 feet of the property lines. In the case of demolition, the plot plan shall show the buildings or structures to be demolished and the buildings or structures on the same lot that are to remain.

Plot Plan Upload (if necessary)

 No files sent

Standards

The proposed amendment for future structure, addition, alteration or use will meet the minimum standards of this title for the district being proposed. Applicant's explanation:*

To construct residential housing

The Proposed development will be consistent with the adopted city master plan. Applicant's explanation:*

Item 7.

Yes ...continue with more affordable housing ...

The proposed development will be compatible with and preserve the important natural features of the site. Applicant's explanation:*

Yes ...

The proposed use will not create a nuisance for neighboring uses, or unduly reduce the values of an adjoining property. Applicant's explanation:*

This currently is undeveloped property

The proposed development will not create traffic circulation or parking problems. Applicant's explanation:*

No ...currently residential area

The mass, volume, architectural features, materials and/or setback of proposed structures, additions or alterations will appear to be compatible with existing buildings in the immediate area. Applicant's explanation:*

Yes ... the setbacks and development of this property will be in alignment with the current neighborhood .

Landmark structures on the National Register of Historic Places will be recognized as products of their own time. Alterations which have no historical basis will not be permitted. Applicant's explanation:*

None known of

The proposed structure, addition or alteration will not substantially reduce the availability of sunlight or solar access on adjoining properties. Applicant's explanation:*

None known of at this time .

Conditions

The City of Whitewater Zoning Ordinance authorizes the Plan Commission to hold a public hearing and make a recommendation to the City Council for the proposed changes (Section 19.69).

Signature (typed name)*

Date*

Item 7.

AJ Tanis

05/ 21/2024

Application fees - fee for amendment to zoning ordinance is \$200

Date application received by city:

Receipt number:

Whitewater

Received by:

To be completed by code enforcement/zoning office:

Date notice sent to owners of record of opposite & abutting properties:

Date set for public review before Plan & Architectural Review Board:

Action taken:

Public hearing

- ☐ Recommended by Plan & Architectural Review Commission
- ☐ Not recommended by Plan & Architectural Review Commission

Conditions placed upon permit by Plan & Architectural Review Commission:

Signature, Plan & Architectural Review Commission Chair

Date

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4. For simpler projects, submit thorough, legible, and accurate plans

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- Be drawn to a recognized scale and indicate what the scale is (e.g., 1 inch = 40 feet).
- Include titles and dates on all submitted documents in case pieces of your application get separated.
- Include clear and legible labels that identify streets, existing and proposed buildings, parking areas, and other site improvements.
- Indicate what the property and improvements look like today versus what is being proposed for the future.
- Accurately represent and label the dimensions of all lot lines, setbacks, pavement/parking areas, building heights, and any other pertinent project features.

-- Indicate the colors and materials of all existing and proposed site/building improvements.

-- Including color photos with your application is one inexpensive and accurate way to show the current condition of the site. Color catalog pages or paint chips can be included to show the appearance of proposed signs, light fixtures, fences, retaining walls, landscaping features, building materials, or other similar improvements.

5. Submit your application well in advance of the Plan & Architectural Review Commission meeting

The City normally requires that a complete application be submitted four weeks in advance of the Commission meeting when it will be considered. For simple submittals not requiring a public hearing, this may be reduced to two weeks in advance. The further in advance you can submit your application, the better for you and everyone involved in reviewing the project. Additional review time may give the City's planning consultant and staff an opportunity to communicate with you about potential issues with your project or application and allow you time to efficiently address those issues before the Plan and Architectural Review Commission meeting. Be sure to provide reliable contact information on your application form and be available to respond to such questions or requests in a timely manner.

6. For more complex projects, submit your project for conceptual review

A conceptual review can be accomplished in several ways depending on the nature of your project and your desired outcomes.

-- Preliminary plans may be submitted to City staff and the planning consultant for a quick, informal review. This will allow you to gauge initial reactions to your proposal and help you identify key issues;

-- You may request a sit-down meeting with the Neighborhood Services Director and/or Planning consultant to review and more thoroughly discuss your proposal; and/or you can ask to be placed on a Plan and Architectural Review Commission meeting agenda to present and discuss preliminary plans with the Commission and gauge its reaction before formally submitting your development review application.

Overall, conceptual reviews almost always save time, money, stress, and frustration in the long run for everyone involved. For this reason, the City will absorb up to \$200 in consultant review costs for conceptual review of each project.

7. Hold a neighborhood meeting for larger and potentially more controversial projects

If you believe your project falls into one or both of these two categories (City staff can help you decide), one way to help the formal development review process go more smoothly is to host a meeting for the neighbors and any other interested members of the community. This would happen before any Plan and Architectural Review Commission meeting and often before you even submit a formal development review application.

A neighborhood meeting will give you an opportunity to describe your proposal, respond to questions and concerns, and generally address issues in an environment that is less formal and potentially less emotional than a Plan and Architectural Review Commission meeting. Neighborhood meetings can help you build support for your project, understand others' perspectives on your proposals, clarify misunderstandings, and modify the project and alleviate public concerns before the Plan and Architectural Review Commission meetings. Please notify the City Neighborhood Services Director of your neighborhood meeting date, time, and place; make sure all neighbors are fully aware (City staff can provide you a mailing list at no charge); and document the outcomes of the meeting to include with your application.

Typical City Planning Consultant Development Review Costs

The city often utilizes assistance from a planning consultant to analyze requests for land development approvals against city plans and ordinances and assist the City's Plan & Architectural Review Commission and City Council on decision making. Because it is the applicant who is generating the need for the service, the city's policy is to assign most consultant costs associated with such review to the applicant, as opposed to asking general taxpayer to cover these costs.

The development review costs provided below represent the planning consultant's range of costs associated with each particular type of development review. This usually involves some initial analysis of the application well before the public meeting date, communication with the applicant at that time if there are key issues to resolve before the meeting, further analysis and preparation of a written report the week before the meeting, meeting attendance, and sometimes minor follow-up after the meeting. Costs vary depending on a wide range of factors, including the type of application, completeness and clarity of the development application, the size and complexity of the proposed development, the degree of cooperation from the applicant for further information, and the level of community interest.

Type of development review being requested and planning consultant review cost range

Minor Site/Building Plan (e.g., minor addition to building, parking lot expansion, small apartment, downtown building alterations)

- ☐ When land use is a permitted use in the zoning district, and for minor downtown building alterations - up to \$600
- ☐ When use also requires a conditional use permit, and for major downtown building alterations - \$700-\$1,500

Major Site/Building Plan (e.g., new gas station/convenience store, new restaurant, supermarket, larger apartments, industrial building)

- ☐ When land use is a permitted use in the zoning district - \$700-\$2,000
- ☐ When land use also requires a conditional use permit - \$1,600-\$12,000

Conditional Use Permit with no Site Plan Review (e.g., home occupation, sale of liquor request, substitution of use in existing building)

- ☐ Up to \$600

Rezoning

- ☐ Standard (not PCD) zoning district - \$400-\$2,000
- ☐ Planned Community Development zoning district, assuming complete GDP & SIP application submitted at same time - \$2,100-\$12,000

Land Division

- ☐ Land Survey Map - up to \$300
- ☐ Subdivision Plat - \$1,500-\$3,000
- ☐ Plat (does not include any development agreement time) - \$50-\$1,500

Annexation

- ☐ Typically between \$200-\$400

Note on Potential Additional Review Costs

The City also retains a separate engineering consultant, who is typically involved in larger projects requiring storm water management plans, major utility work, or complex parking or road access plans. Engineering costs are not included above, but will also be assigned to the development review applicant. The consultant planner and engineer closely coordinate their reviews to control costs.

Cost Recovery Certificate and Agreement

The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, and recreation specialists) to assist in the City's review of an application for development review coming before the Plan and Architectural Review Commission, Board of Zoning Appeals, and/or Common Council. In fact, most applications require some level of review by the City's planning consultant. City of Whitewater staff shall retain sole discretion in determining when and to what extent it is necessary to involve a professional consultant in the review of an application.

The submittal of an application or petition for development review by an applicant shall be construed as an agreement to pay for such professional review services associated with the application or petition. The City may apply the charges for these services to the applicant and/or property owner in accordance with this agreement. The City may delay acceptance of an application or petition (considering it incomplete), or may delay final action or approval of the associated proposal, until the applicant pays such fees or the specified percentage thereof. Development review fees that are assigned to the applicant, but that are not actually paid, may then be imposed by the City as a special charge on the affected property.

Section A: Background Information - to be completed by the Applicant/Property Owner

Name*

Allen Tanis

Email Address*

allen.tanis@yahoo.com

Address*

1232 W Walworth Ave

City*

Whitewater

State*

WI

Zip Code*

53190

Phone Number*

2624720598

Fax Number

Project information

Name/description of development

Address of Development Site*

Item 7.

Allen Tanis

1232 W Walworth Ave, Whitewater, WI, USA

Tax key numbers

Property owner information (if different from applicant)

Name

Email Address

Address

City

State

Zip Code

Phone Number

Fax Number

Section B: Applicant/Property Owner Cost Obligations - To be completed by the City's Neighborhood Services Director

Under this agreement, the applicant shall be responsible for the costs indicated below. In the event the applicant fails to pay such costs, the responsibility shall pass to the property owner, if different. Costs may exceed those agreed to herein only by mutual agreement of the applicant, property owner, and City. If and when the City believes that actual costs incurred will exceed those listed below, for reasons not anticipated at the time of application or under the control of the City administration or consultants, the Neighborhood Services Director or his agent shall notify the applicant and property owner for their approval to exceed such initially agreed costs. If the applicant and property owner do not approve such additional costs, the City may, as permitted by law, consider the application withdrawn and/or suspend or terminate further review and consideration of the development application. In such case, the applicant and property owner shall be responsible for all consultant costs incurred up until that time.

A. Application fee

B. Expected planning
consultant review costC. Total cost expected
of application (A+B)D. 25% of total cost, due
at time of application:

Project likely to incur additional engineering or other consultant review costs?

-- Select One --

Balance of costs

The balance of the applicant's costs, not due at time of application, shall be payable upon applicant receipt of one or more itemized invoices from the City. If the application fee plus actual planning and engineering consultant review costs end up being less than the 25% charged to the applicant at the time of application, the City shall refund the difference to the applicant.

Section C: Agreement Execution - To be completed by the Applicant and Property Owner

The undersigned applicant and property owner agree to reimburse the City for all costs directly or indirectly associated with the consideration of the applicant's proposal as indicated in this agreement, with 25% of such costs payable at the time of application and the remainder of such costs payable upon receipt of one or more invoices from the City following the execution of development review services associated with the application.

Signature of Applicant/Petitioner*

Allen Tanis

Signature of Property Owner (if different)

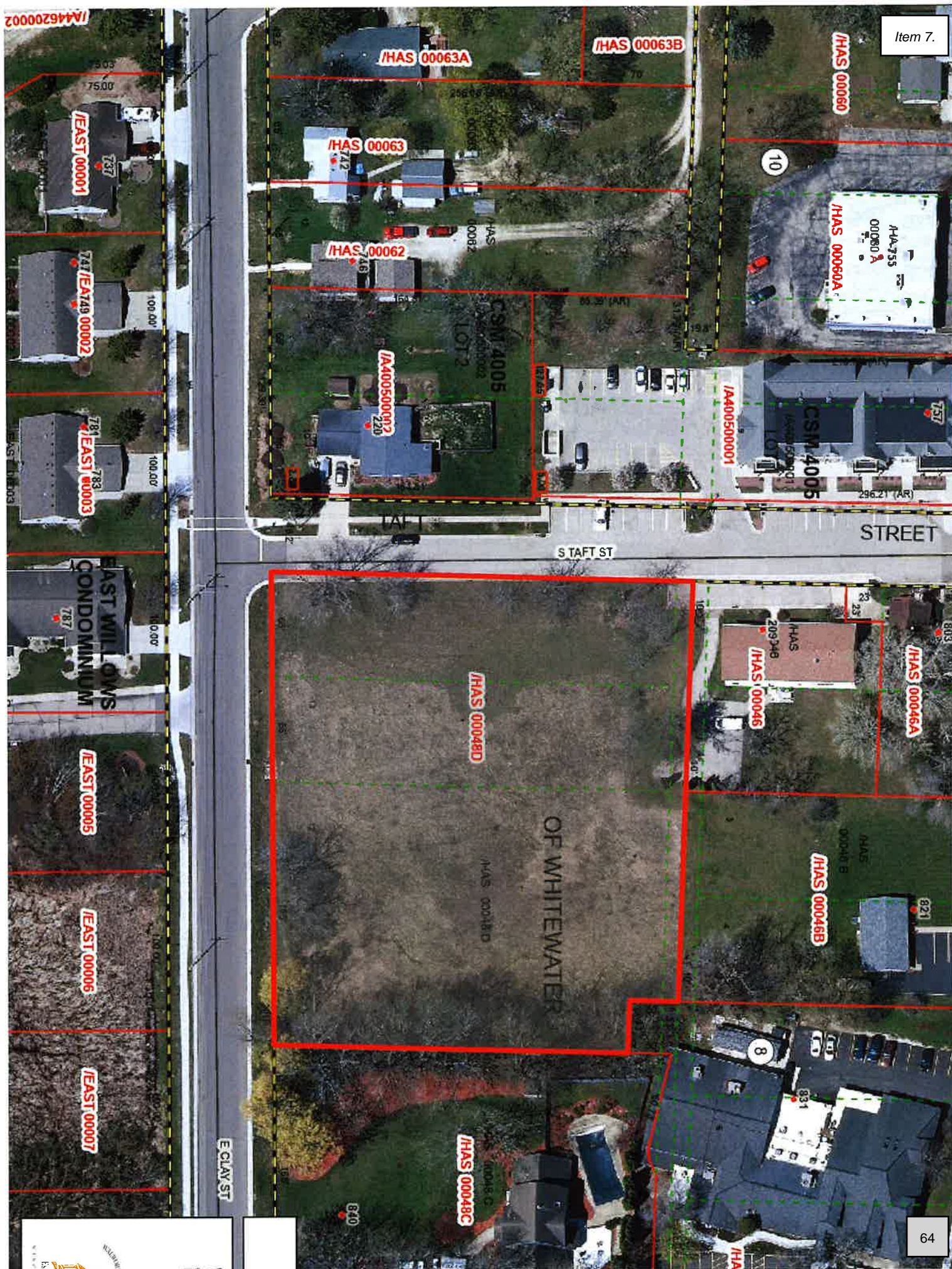
Printed Name of Applicant/Petitioner

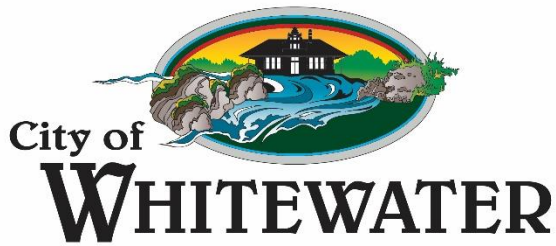
Printed Name of Property Owner

Date of Signature*

05 /21 /2024

Date of Signature





Neighborhood Services
 Department
*Planning, Zoning, Code
 Enforcement, GIS
 and Building
 Inspections*
www.whitewater-wi.gov
 Telephone: (262) 473-0540

NOTICE OF PUBLIC HEARING

TO ALL INTERESTED PARTIES:

A meeting of the PLAN AND ARCHITECTURAL REVIEW COMMISSION of the City of Whitewater will be held at the Municipal Building, Community Room, located at 312 W. Whitewater Street on the 8th day of July at 6:00 p.m. to hold a public hearing for a change in zoning for Vacant land located at the corner of S Taft Street and E Clay Street, Tax Parcel Id #HAS 00048D legal description:

LOTS 12 THRU 14 BLK 8. EXC PARCEL LOCATED IN NE COR LOT 12 30X33 BEING PT OF LOT 12 & VACATED ALLEY. ALSO S 10' OF VACATED ALLEY AS VACATED UNDER DOC.

#227880. S.C. HALLS ADD CITY OF WHITEWATER

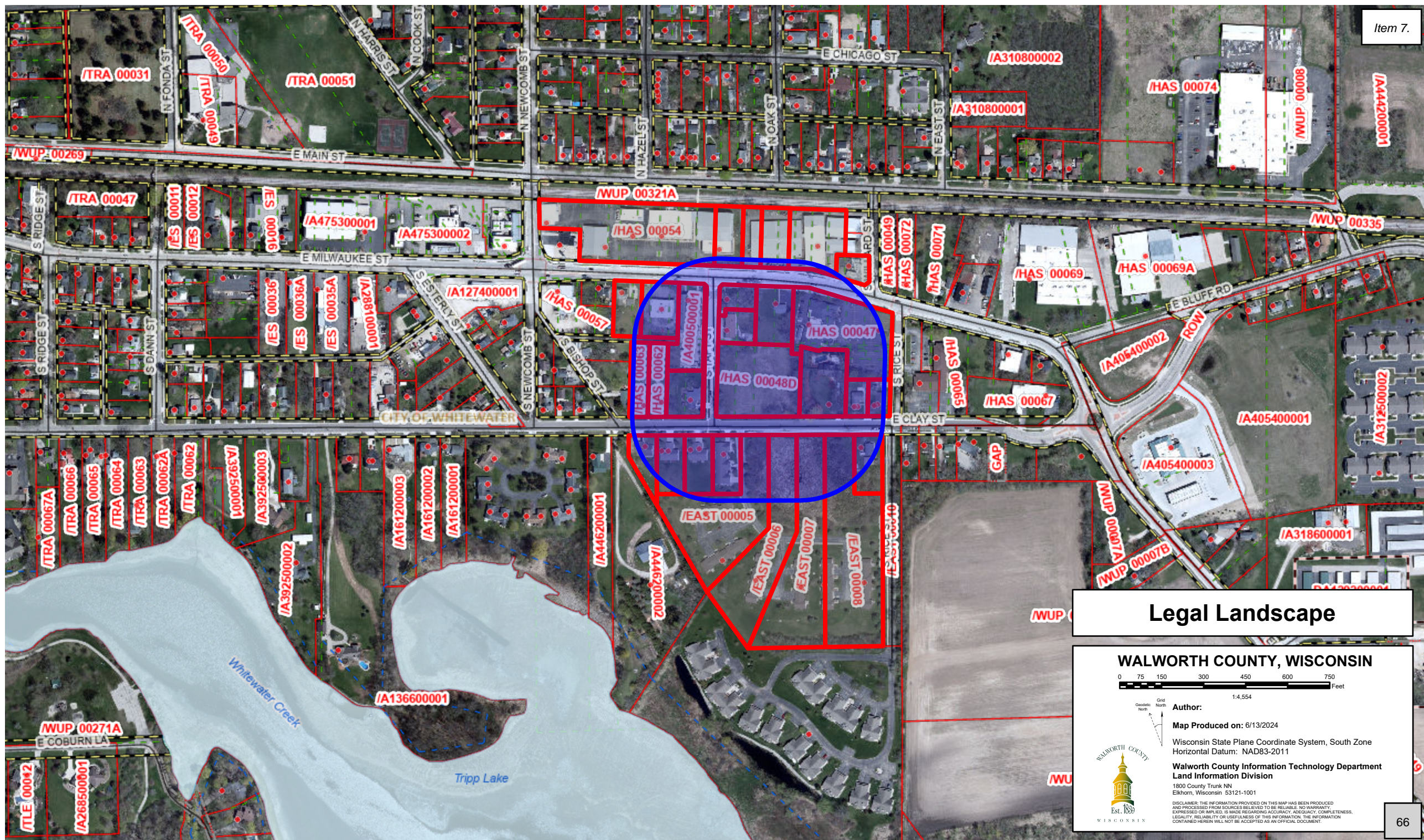
from B-1 Community Business District to R2-One and Two Family Residential.

The Proposal is on file in the Neighborhoods Services Office located at 312 W. Whitewater Street and is open to public inspection during office hours Monday through Friday, 8:00 a.m. to 4:30 p.m.

This meeting is open to the public. COMMENTS FOR, OR AGAINST THE PROPOSED PROJECT MAY BE SUBMITTED IN PERSON OR IN WRITING.

For information, call (262) 473-0540

Llana Dostie, Neighborhood Services Administrative Assistant



MILWAUKEE STREET VENTURE LLC
1005 W MAIN ST
WHITEWATER, WI 53190

ROGER L SCHULTZ
MARY A SCHULTZ
220 S TAFT ST
WHITEWATER, WI 53190-9000

BRIAN R NEUMEISTER
BRENDA L NEUMEISTER
737 E CLAY ST
WHITEWATER, WI 53190

JOHN A CORDIO
5902 N SESSLER CT
MILTON, WI 53563-6300

FUNHUNTERS RENTALS LLC
N7907 COUNTY RD P
WHITEWATER, WI 53190-9000

143 COTTAGE LLC
PO BOX 233
WHITEWATER, WI 53190-9000

718 CENTER LLC
PO BOX 233
WHITEWATER, WI 53190-9000

718 CENTER LLC
PO BOX 233
WHITEWATER, WI 53190-9000

JAMES D UHRICH
BRADLEY D LOWREY
PO BOX 233
WHITEWATER, WI 53190-9000

J VULTAGGIO LLC
N9121 OLD HWY P
WHITEWATER, WI 53190-9000

HOWARD ERIK WITH
787 E CLAY ST UT 1
WHITEWATER, WI 53190-9000

KELLY J KOKESH
787 E CLAY ST #2
WHITEWATER, WI 53190

C&S ROWLEY TRUST
787 E CLAY ST #3
WHITEWATER, WI 53190-9000

GUARDIANS OF THE UNBORN INC
209 S TAFT ST
WHITEWATER, WI 53190-9000

C BENNETT PENWELL
417 N FREEMONT ST
WHITEWATER, WI 53190

ROBERT H CUTSHALL
SHIRLEY L CUTSHALL
1135 W WALWORTH
WHITEWATER, WI 53190

MARK F ZINGSHEIM
852-854 E CLAY ST
WHITEWATER, WI 53190

J VULTAGGIO II LLC
N9121 OLD HWY P
WHITEWATER, WI 53190-9000

AJ TANIS II LLC
1232 W WALWORTH AVE
WHITEWATER, WI 53190-9000

RAVI PETRO INC
844 E MILWAUKEE ST
WHITEWATER, WI 53190-9000

COBURN HQ LLC
PO BOX 147
WHITEWATER, WI 53190

COBURN HQ LLC
PO BOX 147
WHITEWATER, WI 53190

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PO BOX 147
WHITEWATER, WI 53190

SCHENCK PROCESS LLC
7901 NW 107TH TER
KANSAS CITY, MO 64153-1000

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7901 NW 107TH TER
KANSAS CITY, MO 64153-1000

JENNIFER RUTH ZEHR
731 E MILWAUKEE ST
WHITEWATER, WI 53190-9000

SUNNYSIDE VENTURES LLC
N7514 CARRIAGE DR
ELKHORN, WI 53121-2100

COREY A KLEFBOHM
746 E CLAY ST
WHITEWATER, WI 53190-9000

RICHARD A WISCH
RAYMOND V WISCH
612 W WALWORTH ST #8
WHITEWATER, WI 53190

PAUL R PETRAVICH
SHANNON M PETRAVICH
840 E CLAY ST
WHITEWATER, WI 53190-9000

JAMES R BURNS
841 E MILWAUKEE ST
WHITEWATER, WI 53190-9000

Item 7.

M E M O R A N D U M

To: City of Whitewater Plan and Architectural Review Commission

From: **Allison Schwark, Zoning Administrator**

Date: July 8, 2024

Re: Conditional Use Permit for Sign Change

Summary of Request	
Requested Approval:	Conditional Use Permit to allow for an internally illuminated electronic-message sign
Location:	1225 W. Main Street
Current Land Use:	Church
Proposed Land Use:	N/A
Current Zoning:	PCD – Planned Community Development
Proposed Zoning:	N/A
Future Land Use, Comprehensive Plan:	Institutional

Site Plan Review

The applicant is requesting a Conditional Use Permit as required for an illuminated electronic message pylon post style sign for St. Patrick Parish, 1225 W. Main St., in the City of Whitewater. This sign will be a replacement for what is already there.

According to Section 19.54.080 - *Permanent business sign group relating to pylon signs*, Pylon signs may only be approved through the conditional use permit (CUP) process in permitted districts. Electronic message signs (of up to fifty percent of the sign area) are permitted for this sign type in nonresidential zoning districts, however, also requires a CUP.

Please see enclosed in your packet the location, measurements and renderings of this proposed electric message pylon sign.

Section 19.54.080 allows for internally lit electronic message signs in non-residential zoning districts; however, the planning commission shall consider visibility from any residential zoning

district.

According to Section 19.54.040, messages and non-text images shall not change appearance more than once every ten seconds, and transitions between messages shall be via instantaneous change. Electronic message signs shall be equipped with photosensitive equipment which automatically adjusts the brightness and contrast of the sign in direct relation to the ambient outdoor illumination. Electronic message signs shall comply with the exterior lighting requirements of Section 19.57.150. Electronic signs shall be maintained so as to be able to display messages in a complete and legible manner.

Planner's Recommendations

- 1) Staff recommends that Plan Commission **APPROVE** the Conditional Use Permit with the following conditions:
 - a) The applicant is responsible for obtaining a sign permit.
 - b) The applicant is required to obtain an electrical permit prior to installation, if not already obtained.
 - c) Any conditions stipulated by the PARC.

Item 8.



[Print](#)**Conditional Use Permit Application - Submission #971****Date Submitted: 6/11/2024****City of Whitewater**

312 W. Whitewater Street
P.O. Box 178
Whitewater, WI 53190
262-473-0540
www.whitewater-wi.gov

Conditional Use Permit Application**NOTICE:**

The Plan Commission meetings are scheduled at 6:00 p.m. on the 2nd Monday of the month. All complete plans must be in by 4:00 p.m. four weeks prior to the meeting.

Address of Property*

1225 W Main St

City*

Whitewater

State*

WI

Zip Code*

53190

Owner's First Name*

St. Patrick Parish

Owner's Last Name*

St. Patrick Parish

Applicant's First Name*

Barb

Applicant's Last Name*

Gawlik

Mailing Address*

1225 W Main St

City*

Whitewater

State*

WI

Zip Code*

53190

Phone Number*

2624733143

Fax Number

N/A

Item 8.

Email Address*

stpatrickww@gmail.com

Existing and Proposed Uses:**Current Use of Property***

Church

Zoning District*

Planned Development

Proposed Use:*

Church

Conditions

The City of Whitewater Zoning Ordinance authorizes the Plan Commission to place conditions on approved conditional uses. "Conditions" such as landscaping, architectural design, type of construction, construction commencement and completion dates, sureties, lighting, fencing, plantation, deed restrictions, highway access restrictions, increased yards or parking requirements may be affected. "Conditional Uses" may be subject to time limits or requirements for periodic review by staff.

APPLICATION REQUIREMENTS

THE FOLLOWING INFORMATION MUST BE SUBMITTED IN ORDER TO CONSIDER THE APPLICATION COMPLETE:

1. Statement of use, including type of business with number of employees by shift.
2. Scaled plot plan with north arrow, showing proposed site and all site dimensions.
3. All buildings and structures; location, height, materials and building elevations.
4. Lighting plan; including location, height, materials and building elevations.
5. Elevation drawings or illustrations indicating the architectural treatment of all proposed buildings and structures.
6. Off-street parking; locations, layout, dimensions, circulation, landscaped areas, total number of stalls, elevation, curb and gutter.
7. Access; pedestrian, vehicular, service. Points of ingress and egress.
8. Loading ; location, dimensions, number of spaces internal circulation.
9. Landscaping: including location, size and type of all proposed planting materials.
10. Floor plans: of all proposed buildings and structures, including square footage.
11. Signage: Location, height, dimensions, color, materials, lighting and copy area.
12. Grading/draining plan of proposed site.
13. Waste disposal facilities; storage facilities for storage of trash and waste materials.
14. Outdoor storage, where permitted in the district; type, location, height of screening devices.

**One (1) full size, Fifteen (15) 11.x17, and One (1) Electronic Copy (include color where possible) site plan copies, drawn to scale and dimensioned.

STANDARDS FOR REVIEW AND APPROVAL

The Plan and Architectural Commission shall use the following standards when reviewing applications for conditional uses.

The applicant is required to fill out the following items and explain how the proposed conditional use will meet the standard for approval.

Standards

That the establishment, maintenance, or operation of the Conditional Use will not create a nuisance for neighboring uses or substantially reduce value of other property. Applicant's explanation:*

We are replacing an existing sign with a pylon sign that has an electronic message board.

That utilities, access roads, parking, drainage, landscaping and other necessary site improvements are being provided. Applicant's explanation:*

Once the sign is installed we will repair the grass around the sign.

That the conditional use conforms to all applicable regulations of the district in which it is located, unless otherwise specifically exempted by this ordinance. Applicant's explanations: *

I have worked with Allision with code enforcement to make sure we are following the correct city codes and guidelines.

That the conditional use conforms to the purpose and intent of the City Master Plan. Applicant's explanation:*

Item 8.

I have worked with Allision with code enforcement to make sure we are following the correct city codes and guidelines.

** Refer to Chapter 19.66 of the City of Whitewater Municipal code, entitled CONDTIONAL USES, for more information.

Applicant's Signature*

Date

Barb Gawlik

5/6/2024

Plot Plan Upload

St. Patrick Plat mop.pdf

Plan Upload

St. Patrick Parish Sign image and size.pdf

Lighting Plan Upload

No file chosen

Landscape Plan Upload

No file chosen

File Upload

St. Patrick Sign footings.pdf

File Upload

No file chosen

TO BE COMPLETED BY THE NEIGHBORHOOD SERVICES DEPARTMENT

1. Application was filed and the paid at least four weeks prior to the meeting. \$100.00 fee

Filed on:

Received by:

Receipt #

Application reviewed by staff members

3. Class 2 Notice published in Official Newspaper on

4. Notices of Public Hearing mailed to property owners on

Plan Commission holds the PUBIC HEARING on

Public Comments may also be submitted in person or in writing to City Staff.

At the conclusion of the Public Hearing, the Plan Commission will make a decision.

ACTION TAKEN

Conditional Use Permit: By the Plan and Architectural Review Commission

- ☐ Granted
☐ Not Granted

CONDITIONS PLACED UPON PERMIT BY PLAN AND ARCHITECTURAL REVIEW COMMISSION:

Signature of Plan Commission Chairperson

Date

mm/dd/yyyy

Tips for Minimizing Development Review Costs-A Guide for Applicants

The City of Whitewater assigns its consultant cost associated with reviewing development proposals to the applicant requesting development approval. These costs can vary based on a number of factors. Many of these factors can at least be partially controlled by the applicant for development review. The City recognizes that we are in a time when the need to control costs is at the forefront of everyone's minds. The following guide is intended to assist applicants for City development approvals understand what they can do to manage and minimize the costs associated with review of their application. The tips included in this guide will almost always result in a less costly and quicker review of an application.

MEET WITH NEIGHBORHOOD SERVICES DEPARTMENT BEFORE SUBMITTING AN APPLICATION

If you are planning on submitting an application for development review, one of the first things you should do is have a discussion with the City's Neighborhood Department. This can be accomplished either by dropping by the Neighborhood Services Department counter at City Hall, or by making an appointment with the Neighborhood Services Director. Before you make significant investments in your project, The Department can help you understand the feasibility of your proposal, what City plans and ordinances will apply, what type of review process will be required, and how to prepare a complete application.

SUBMIT A COMPLETE AND THOROUGH APPLICATION

One of the most important things you can do to make your review process less costly to you is to submit a complete, thorough, and well-organized application in accordance with City ordinance requirements. The City has checklists to help you make sure your application is complete. To help you prepare an application that has the right level of detail and information, assume that the people reviewing the application have never seen your property before, have no prior understanding of what you are proposing, and don't necessarily understand the reasons for your request.

FOR MORE COMPLEX OR TECHNICAL TYPES OF PROJECTS, STRONGLY CONSIDER WORKING WITH AN EXPERIENCED PROFESSIONAL TO HELP PREPARE YOUR PLANS

Experienced professional engineers, land planners, architects, surveyors, and landscape architects should be quite familiar with standard developmental review processes and expectations. They are also generally capable of preparing high-quality plans that will ultimately require less time (i.e., less cost for you) for City's planning and engineering consultants to review, saving you money in the long run. Any project that includes significant site grading, stormwater management, or utility work; significant landscaping; or significant building remodeling or expansion generally requires professionals in the associated fields to help out.

FOR SIMPLER PROJECTS, SUBMIT THOROUGH, LEGIBLE, AND ACCURATE PLANS

For less complicated proposals, it is certainly acceptable to prepare plans yourself rather than paying to have them prepared by a professional. However, keep in mind that even though the project may be less complex, the City's staff and planning consultant still need to ensure that your proposal meets all City requirements. Therefore, such plans must be prepared with care. Regardless of the complexity, all site, building and floor plans should:

1. Be drawn to be recognized scale and indicate what the scale is (e.g. 1 inch=40 feet).
2. Include titles and dates on all submitted documents in case pieces of your application get separated.
3. Include clear and legible labels that identify streets, existing and proposed buildings, parking areas, and other site improvements.
4. Indicate what the property and improvements look like today versus what is being proposed for the future.
5. Accurately represent and label the dimensions of all lot lines, setbacks, pavement/parking areas, building heights, and any other pertinent project features.
6. Indicate the colors and materials of all existing and proposed site/building improvements. Including color photos with your application is one inexpensive and accurate way to show the current conditions of the site. Color catalog pages or paint chips can be included to show the appearance of proposed signs, light fixtures, fences, retaining walls, landscaping features, building materials or other similar improvements.

SUBMIT YOUR APPLICATION WELL IN ADVANCE OF THE PLAN AND ARCHITECTURAL REVIEW COMMISSION MEETING

Item 8.

The city normally requires that a complete application be submitted four (4) weeks in advance of the Commission meeting when it will be considered. For simple submittals not requiring a public hearing, this may be reduced to two (2) weeks in advance. The further in advance you can submit your application, the better for you and everyone involved in reviewing the project. Additional review time may give the City's planning consultant and staff an opportunity to address those issues before the Plan and Architectural Review Commission meeting. Be sure to provide reliable contact information on your application form and be available to response to such questions or requests in a timely manner.

FOR MORE COMPLEX PROJECTS, SUBMIT YOUR PROJECT CONCEPTUAL REVIEW

A conceptual review can be accomplished in several ways depending on the nature of your project and your desired outcomes.

1. Preliminary plans may be submitted to City staff and the planning consultant for a quick informal review. This will allow you to gauge initial reactions to your proposal and help you identify key issues;
2. You may request a sit-down meeting with the Neighborhood Services Director and or Planning consultant to review and more thoroughly discuss your proposal; and/or
3. You can ask to be placed on a Plan and Architectural Review Commission meeting agenda to present and discuss preliminary plans with the Commission and gauge it's reaction before formally submitting your development review application.

Overall, conceptual reviews almost always save time, money, stress, and frustration in the long run for everyone involved. For this reason, the City will absorb up to \$200 in consultant review costs for conceptual review of each project.

HOLD A NEIGHBORHOOD MEETING FOR LARGER AND POTENTIALLY MORE CONTROVERSIAL PROJECTS

If you believe your project falls into one or both of these two categories (City staff can help you decide), one way to help the formal development review process go more smoothly is to host a meeting for neighbors and any other interested members of the community. This would happen before any Plan and Architectural Review Commission meeting and often before you even submit a formal development review application.

A neighborhood meeting will give you an opportunity to describe your proposal, respond to questions and concerns, and generally address issues in an environment that is less formal and potentially less emotional than a Plan and Architectural Review Commission meeting. Neighborhood meetings can help you build support for your project, understand other's perspectives on your proposal, clarify misunderstandings, and modify the project and alleviate public concerns before the Plan and Architectural Review Commission meetings. Please notify the City Neighborhood Services Director of your neighborhood meeting date, time and place; make sure all neighbors are fully aware (City staff can provide you a mailing list at no charge); and document the outcomes of the meeting to include with your application.

TYPICAL CITY PLANNING CONSULTANT DEVELOPMENT REVIEW COSTS

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Type of development review being requested and planning consultant review cost range

Minor Site/Building Plan (e.g., minor addition to building, parking lot expansion, small apartment, downtown building alterations)

- ☐ When land use is a permitted use in the zoning district and for minor downtown building alterations-up to \$600
- ☐ When use also requires a conditional use permit, and for major downtown building alterations-\$700-\$1,500

Major Site/Building Plan (e.g., new gas station/convenience store, new restaurant, supermarket, larger apartments, industrial building)

- ☐ When land use is a permitted use in the zoning district-\$700-\$2,000
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Conditional Use Permit with no Site plan Review (e.g., home occupation, sale of liquor request, substitution of use in existing building)

- ☐ Up to \$600

Rezoning

- ☐ Standard (not PCD) zoning district-\$700-\$2,000
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Land Division

- ☐ Land Survey Map-up to \$300
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- ☐ Plat (does not include any development agreement time)-\$50-\$1,500

Annexation

- ☐ Typically between \$200-\$400

****Note:** The City also retains a separate engineering consultant, who is typically involved in larger projects requiring storm water management plans, major utility work, or complex parking or road access plans. engineering costs are not included above, but will be assigned to the development review applicant. The consultant planner and engineer closely coordinate their reviews to control costs.

Cost Recovery Certificate and Agreement

The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, and recreation specialists) to assist in the City's review of an application for development review coming before the Plan and Architectural Review Commission, Board of Zoning Appeals and/or Common Council. In fact most applications require some level of review by the City's planning consultant. City of Whitewater staff shall retain sole discretion in determining when and to what extent it is necessary to involve a professional consultant in the review of an application.

The submittal of an application or petition for development review by an applicant shall be construed as an agreement to pay for such professional review services associated with the application or petition. The City may apply the charges for these services to the applicant and/or property owner in accordance with this agreement. The City may delay acceptance of an application or petition (considering it incomplete), or may delay final action or approval of the associated proposal, until the applicant pays such fees or the specified percentage thereof. Development review fees that are assigned to the applicant, but that are not actually paid, may then be imposed by the City as a special charge on the affected property.

SECTION A: BACKGROUND INFORMATION-to be completed by the Applicant/Property Owner

Applicant's First Name*

Barb

Last Name*

Gawlik

Applicant's Mailing Address

1225 W Main St

City*

Whitewater

State*

WI

Zip Code*

53190

Applicant's Phone Number*

2624733143

Fax Number

Applicant's Email Address*

stpatrickww@gmail.com

Project Information

Name/Description of Development*

Item 8.

St. Patrick Parish

Address of Development Site*

1225 W Main St

Property Owner Information (if different from applicant):

Property Owner's First Name

St. Patrick Catholic Church

Last Name

St. Patrick Catholic Church

Property Owner's Mailing Address

1225 W Main St

City

Whitewater

State

WI

Zip Code

53190

SECTION B: APPLICANT/PROPERTY OWNER COST OBLIGATIONS. To be filled out by the Neighborhood Services Department

Under this agreement, the applicant shall be responsible for the costs indicated below. In the event the applicant fails to pay such costs, the responsibility shall pass to the property owner, if different. Costs may exceed those agreed to herein only by mutual agreement of the applicant, property owner and City. If and when the City believes that actual costs incurred will exceed those listed below, for reasons not anticipated at the time of the application or under the control of the City administration or consultants, the Neighborhood Services Director or his agent shall notify the applicant and property owner for their approval to exceed such initially agreed costs. If the applicant and property owner do not approve such additional costs, the City may, as permitted by law, consider the application withdrawn and/or suspend or terminate further review and consideration of the development application. In such case, the applicant and property owner shall be responsible for all cost incurred up until that time.


A. Application fee

B. Expected planning consultant review cost

C. Total cost expected of application (A+B)

D. 25% of total cost due at time of application:

Project likely to incur additional engineering or other consultant review costs?

No 

Balance of costs

The balance of the applicant's costs, not due at time of application, shall be payable upon applicant receipt of one or more itemized invoices from the City. If the application fee plus actual planning and engineering consultant review costs end up being less than the 25% charged to the applicant at the time of application, the City shall refund the difference to the applicant.

SECTION C: AGREEMENT EXECUTION -to be completed by the Applicant and Property Owner

The undersigned applicant and property owner agree to reimburse the City for all costs directly or indirectly associated with the consideration of the applicant's proposal as indicated in this agreement, with 25% of such costs payable at the time of application and the remainder of such costs payable upon receipt of one or more invoices from the City following the execution of development review services associated with the application.

Signature of Applicant/Petitioner***Date**

Barb Gawlik

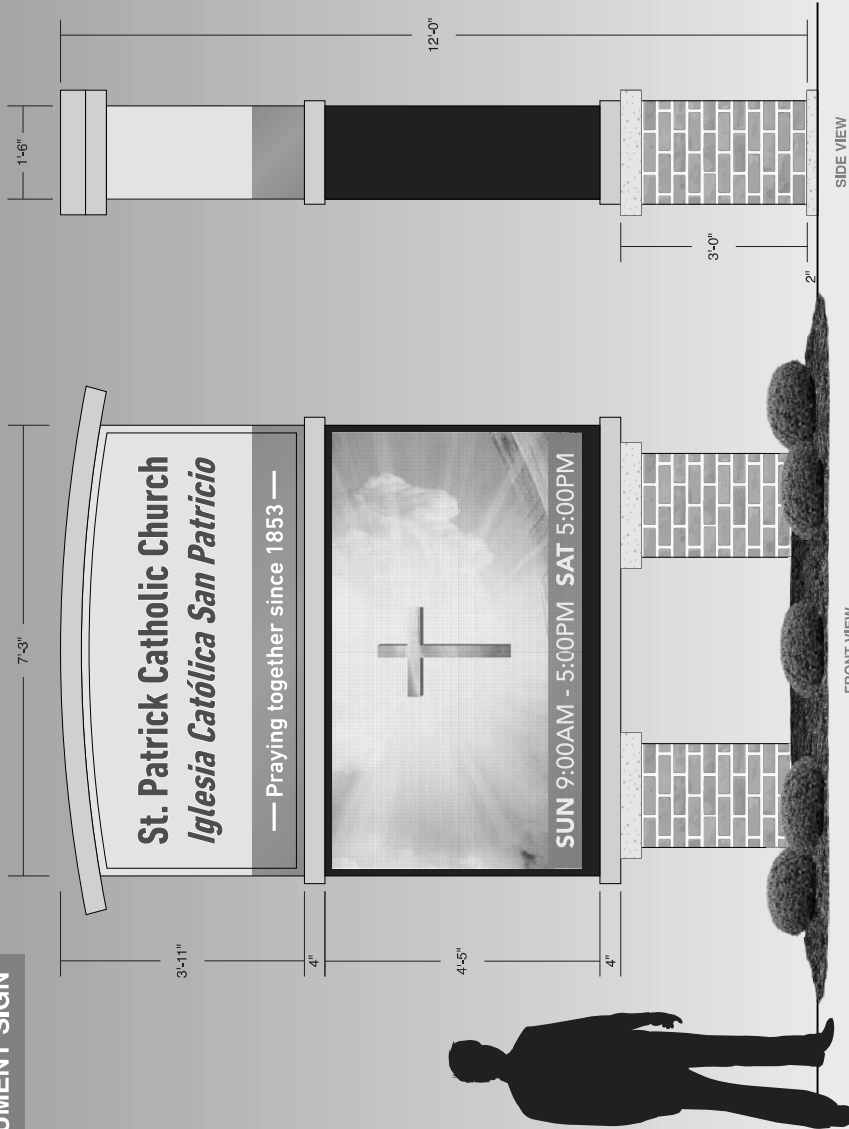
6/11/2024

Signature of Property Owner (if different)**Date**

St. Patrick Parish

6/11/2024

MONUMENT SIGN



ST PATRICK'S CATHOLIC CHURCH / MONUMENT SIGN
ONE (1) DOUBLE SIDED, INTERNALLY ILLUMINATED MONUMENT SIGN
CUSTOM FABRICATED ALUMINUM SIGN CABINET W/ MAP PAINTED FINISHES
WHITE LEXAN FACES W/ 3M TRANSLUCENT VINYL GRAPHICS
SIGN INTERNALLY ILLUMINATED W/ WHITE LEDS
4X7 - 10MM FULL COLOR WATCHFIRE EMC

*PREFABRICATED BASE - BRICK VENEER TO BEST MATCH BUILDING

ILLUMINATION RENDER



"We Project Your Image"

PH: (262) 554-6066
TOLL FREE: (800) 554-8110

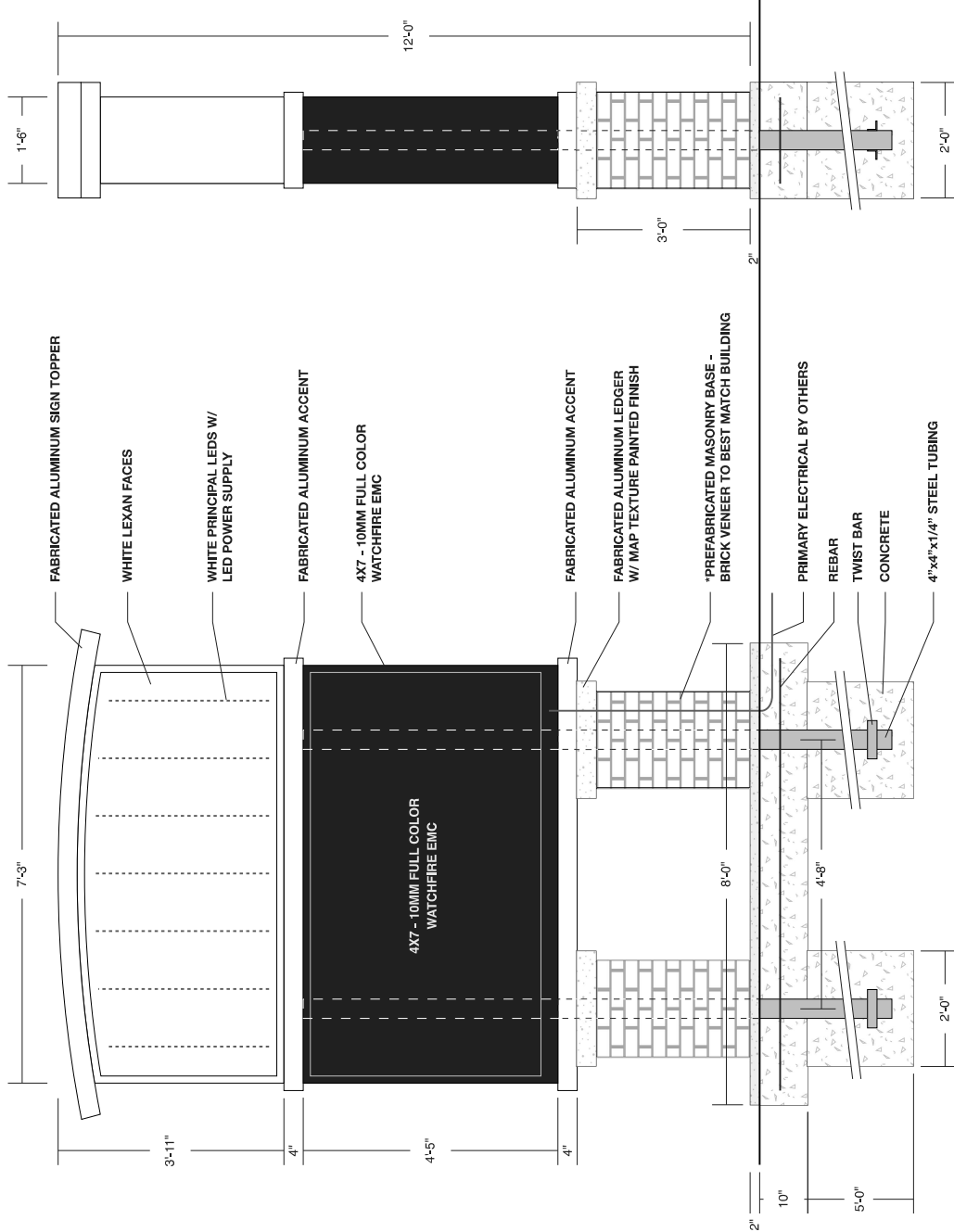
Client: ST PATRICK'S CATHOLIC CHURCH	Date: 5-29-24	REVISION	ILLUMINATION: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	LED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	TO MATCH BUILDING	Paint Colors (Alcohol):	Vinyl Film Colors (all Scotchbld):	Client Signature:
Address: 1225 W MAIN ST	Drawing #: 1 (3)	5-29-24	Electrical Requirements:	Quantity: 1	TO MATCH 3M GOLD MET.	TO MATCH BUILDING	3M GOLD MET.	Signature
City, State: WHITEWATER, WI 53190	Sheet: 1 of 1	5-30-24	Sign Specifications:		TO MATCH 3M IVORY TRANS.	TO MATCH 3M IVORY TRANS.	3M IVORY TRANS.	Date
Sales Rep: STEPHEN PROCHASKA	Scale: 1/2"=1'	5-7-24	NOTED ABOVE		TO MATCH CONCRETE	TO MATCH CONCRETE	3M DARK GRAY	
	Designer: KD							

NOTICE: Michael's Signs, Inc. does NOT provide primary electrical to sign location - RESPONSIBILITY OF OTHERS
The ideas and designs contained in this original and unpublished drawing are the sole property of Michael's Signs, Inc. and MAY NOT BE USED OR REPRODUCED in whole or in part without written permission.

NOTE: DUE TO THE PHYSICAL LIMITATIONS OF THE PAPER AND INK INVOLVED IN THIS PRINTING PROCESS, THIS CUSTOM ARTWORK IS NOT INTENDED TO PROVIDE AN EXACT MATCH TO THE ACTUAL FINISHED PAINTED PRODUCT.

Item 8.

MONUMENT SIGN



FRONT VIEW		REVISION		ILLUMINATION		ELECTRICAL REQUIREMENTS		SIGN SPECIFICATIONS		PAINT COLORS (AKZOBYDE)		VINYL FILM COLORS (MIL SCOTCHBUL)		CLIENT SIGNATURE	
Client:	ST PATRICK'S CATHOLIC CHURCH	Date:	5-30-24			<input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> LED <input type="checkbox"/> TUBE <input type="checkbox"/> BOND	<input checked="" type="checkbox"/> TO MATCH BUILDING <input type="checkbox"/> TO MATCH 3M GOLD MET. <input type="checkbox"/> TO MATCH 3M IVORY TRANS. <input type="checkbox"/> TO MATCH CONCRETE	Quantity: 1						
Address:	1225 W MAIN ST	Drawing #:	1S(1)												
City, State:	WHITEWATER, WI 53190	Sheet:	1 of 1												
Sales Rep:	STEPHEN PROCHASKA	Scale:	1/2"=1'												
		Designer:	KD												

NOTE: DUE TO THE PHYSICAL LIMITATIONS OF THE PAPER AND INK INVOLVED IN THIS PRINTING PROCESS, THIS CUSTOM ARTWORK IS NOT INTENDED TO PROVIDE AN EXACT MATCH TO THE ACTUAL FINISHED PAINTED PRODUCT.

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Michael's Signs
"We Project Your Image"
PH: (262) 554-6066
TOLL FREE: (800) 554-3110

Item 8.



Neighborhood Services
Department
*Planning, Zoning, Code
Enforcement, GIS
and Building
Inspections*
www.whitewater-wi.gov
Telephone: (262) 473-0540

NOTICE OF PUBLIC HEARING

TO ALL INTERESTED PARTIES:

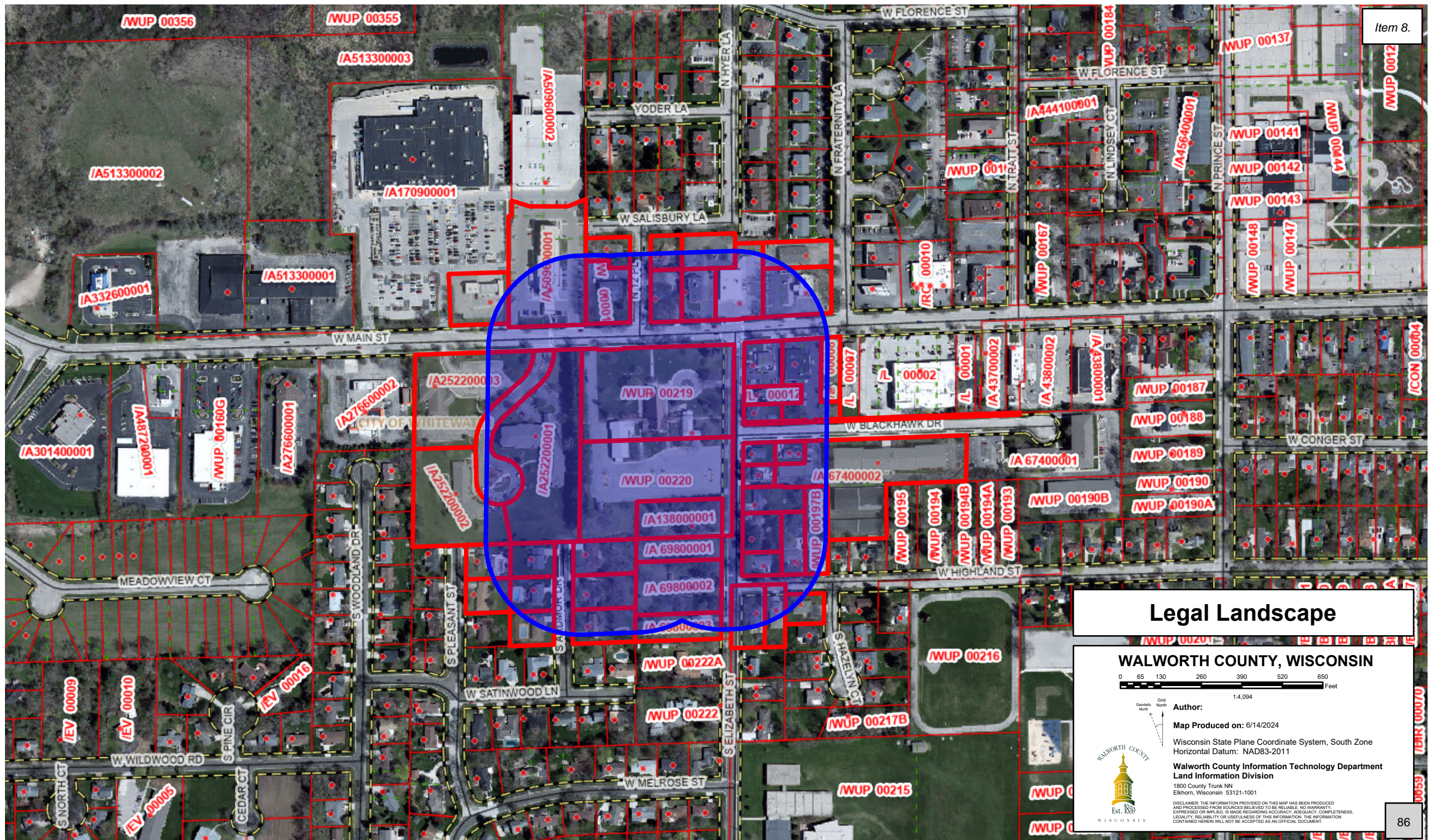
A meeting of the PLAN AND ARCHITECTURAL REVIEW COMMISSION of the City of Whitewater will be held at the Municipal Building, Community Room, located at 312 W. Whitewater Street on the 8th day of July at 6:00 p.m. to hold a public hearing for consideration of a Conditional Use Permit for a proposed 12-Foot High Electronic Monument Sign located at 1235 W Main Street, Tax Parcel #'s /WUP 00219 and /WUP 00220 for St. Patrick's Catholic Church.

The Site Plan Review Proposal is on file in the Neighborhoods Services Office located at 312 W. Whitewater Street and is open to public inspection during office hours Monday through Friday, 8:00 a.m. to 4:30 p.m.

This meeting is open to the public. COMMENTS FOR, OR AGAINST THE PROPOSED PROJECT MAY BE SUBMITTED IN PERSON OR IN WRITING.

For information, call (262) 473-0540

Llana Dostie, Neighborhood Services Administrative Assistant



DLK ENTERPRISES INC
PO BOX 239
WHITEWATER, WI 53190-9000

JOSE OLIVARES
LAURA OLIVARES
175 S ELIZABETH ST
WHITEWATER, WI 53190

DANIEL G COMFORT JR
LEAH L COMFORT
177 S ELIZABETH ST
WHITEWATER, WI 53190-9000

DLK ENTERPRISES INC
PO BOX 239
WHITEWATER, WI 53190-9000

WILLIAM F SYDOW
MARY L SYDOW
245 S ARDMOR DR
WHITEWATER, WI 53190

ABIGAIL PARDEE
180 S ELIZABETH ST
WHITEWATER, WI 53190-9000

HUGH D GNATZIG
SUSAN M GNATZIG
206 S ELIZABETH ST
WHITEWATER, WI 53190

PETER A BRIGGS
JACKIE J BRIGGS
251 ARDMOR DR
WHITEWATER, WI 53190-9000

WILLIAM F SYDOW
MARY L SYDOW
245 S ARDMOR DR
WHITEWATER, WI 53190

WILLIAM F SYDOW
MARY L SYDOW
245 S ARDMOR DR
WHITEWATER, WI 53190

JORELLE M COE
234 S ARDMOR DR
WHITEWATER, WI 53190

STEPHEN L HEBERT
COLLEEN S HEBERT
244 S ARDMOR DR
WHITEWATER, WI 53190

JAMES FOLLIS
JOYCE M FOLLIS
252 S ARDMOR DR
WHITEWATER, WI 53190

JANET F MORROW
187 S PLEASANT ST
WHITEWATER, WI 53190-3900

JOHN D FRYE
SHANNON R FRYE
181 S PLEASANT ST
WHITEWATER, WI 53190-9000

DEAN GIESE
160 ELIZABETH ST
PO BOX 365
WHITEWATER, WI 53190

DSDH WHITEWATER LLC
9251 WILLOW LN
FREMONT, WI 54940-4000

CHIARA COMMUNITIES INC
20875 CROSSROADS CIR STE 400
WAUKESHA, WI 53186-8600

CHIARA COMMUNITIES INC
20875 CROSSROADS CIR STE 400
WAUKESHA, WI 53186-8600

PARK EAST 4 LLC
S53W26445 FOX VALE CT
WAUKESHA, WI 53189-8900

CAPRI WHITEWATER LLC
20875 CROSSROADS CIR STE 400
WAUKESHA, WI 53186-8600

BAC WHITEWATER LLC
800 SHERMAN AVE
FORT ATKINSON, WI 53538-3800

MILK ADVISORY BOARD LLC
147 S PRINCE ST
WHITEWATER, WI 53190-9000

PHOENIX FIRMS LLC
147 S PRINCE ST
WHITEWATER, WI 53190-9000

RAY HENNESSY TRUST
MARY HENNESSY TRUST
1169 W HIGHLAND ST
WHITEWATER, WI 53190-9000

K&A DREAMS LLC
1210 W MAIN ST
WHITEWATER, WI 53190-9000

WHITEWATER TEKE ASSN
C/O JOE PYZYK
4565 SHAGBARK LN
BROOKFIELD, WI 53005

ALONSO PROPERTIES LLC
2503 PLEASANT VIEW RD
MIDDLETON, WI 53562-6200

STEPMOTHER LLC
PO BOX 239
WHITEWATER, WI 53190

ROY A NOSEK
1218 W MAIN ST
WHITEWATER, WI 53190-9000

K&A DREAMS LLC
1210 W MAIN ST
WHITEWATER, WI 53190-9000

STANLEY J ANDERSON TRUST
12374 LAKESIDE AVE
LAKESIDE, CA 92040-4000

REYNOLDS RENTALS LLC
12240 E BRADLEY RD
WHITEWATER, WI 53190-9000

DLK ENTERPRISES INC
144 N TRATT ST
WHITEWATER, WI 53190-9000

254 PRAIRIE LLC
N1190 COUNTY RD N
WHITEWATER, WI 53190-9000

AJET DAUTI
EDITA D DAUTI
1168 W HIGHLAND ST
WHITEWATER, WI 53190

TREY M TINCHER
N997 COLD SPRING RD
FT ATKINSON, WI 53538-3800

MARC DINNEL
PO BOX 2852
JANESVILLE, WI 53547-5200

BRUCE J KINATEDER
151 S ELIZABETH ST
WHITEWATER, WI 53190

STEVE HORVATIN
N2591 WENHAM RD
FORT ATKINSON, WI 53538-3800

VICTOR J LEFAIVE
ANNA BIANCO-LEFAIVE
1183 W HIGHLAND ST
WHITEWATER, WI 53190-9000

JACQUELINE ANN DAILEY
1179 W HIGHLAND ST
WHITEWATER, WI 53190-9000

ST PATRICKS CONGREGATION
1225 W MAIN ST
WHITEWATER, WI 53190-9000

ST PATRICKS CONGREGATION
1225 W MAIN ST
WHITEWATER, WI 53190

MAIN 1185 LLC
694 S WELLS ST
LAKE GENEVA, WI 53147-4700

JESUS MANRIQUEZ
MARIA D MANRIQUEZ
201 S MAPLE LN
WHITEWATER, WI 53190-9000

WWHP LLC
2085 COUNTY RD D EAST
SUITE A200
ST PAUL, MN 55109-0900

M E M O R A N D U M

To: City of Whitewater Plan and Architectural Review Commission

From: **Allison Schwark, Zoning Administrator**

Date: July 8, 2024

Re: Conditional Use Permit for second wall sign

Summary of Request	
Requested Approval:	Conditional Use Permit to allow for two illuminated wall signs
Location:	1002 S. Janesville St., Whitewater, WI 59190
Current Land Use:	Landscape Supply
Proposed Land Use:	N/A
Current Zoning:	B-3 – Highway Commercial & Light Industrial
Proposed Zoning:	N/A
Future Land Use, Comprehensive Plan:	Highway Commercial

Site Plan Review

The applicant is requesting a Conditional Use Permit for a second wall sign at Pro Landscape Supply, 1002 S. Janesville St., in the City of Whitewater.

According to Section 19.54.080 - *Permanent business sign group relating to on-building signs*, all businesses requesting more than one wall sign require a Conditional Use Permit. Currently the applicant is requesting two (2) wall signs.

Please see enclosed in your packet the location and measurements of each proposed wall sign which will go on opposite sides of the building as submitted by the applicants, Samuel and Dana Hatchett.

This CUP application is for the New Raceway letterset which will be installed on the Northwest wall of the building facing the railroad. This sign will be backlit illuminated which is allowed per the code. In addition, the code allows for 1 sq. ft. of signage area per 1' of building façade length

(the building is 73' wide). The square footage of this sign complies with the Zoning Code at a total of 29.50 square feet.

Planner's Recommendations

- 1) Staff recommends that Plan Commission **APPROVE** the Conditional Use Permit with the following conditions:
 - a) The applicant is responsible for obtaining a sign permit for both signs.
 - b) The applicant is required to obtain an electrical permit for installation, if not already obtained.
 - c) Any conditions stipulated by the PARC.





1002 S. JANESVILLE ROAD
WHITEWATER, WI 53190



21700 DORAL ROAD
WAUKESHA WI 53186
262.432.1330
www.innovative-signs.com

Front Elevation

Customer

PRO Landscaping Supply

Date

05/08/2024

Project Manager

Shaun R.

Order #

EST - 13673

Designer

Brian H.

Materials & Specifics

Non Lit Logo

- Routed 1/8" Aluminum backer
- Pin mounted
- Digital print with lamination



Colors

Full Color CMYK
☐ White Aluminum

Revisions

☐ Revision 1:

☐ Revision 2:

Before



After - Day



[Print](#)**Conditional Use Permit Application - Submission #969****Date Submitted: 6/10/2024****City of Whitewater**

312 W. Whitewater Street
P.O. Box 178
Whitewater, WI 53190
262-473-0540
www.whitewater-wi.gov

Conditional Use Permit Application**NOTICE:**

The Plan Commission meetings are scheduled at 6:00 p.m. on the 2nd Monday of the month. All complete plans must be in by 4:00 p.m. four weeks prior to the meeting.

Address of Property*

1002 S. Janesville Rd

City*

Whitewater

State*

WI

Zip Code*

53190

Owner's First Name*

Samuel & Dana

Owner's Last Name*

Hatchett

Applicant's First Name*

Shaun

Applicant's Last Name*

Relken

Mailing Address*

21700 Doral Rd

City*

Waukesha

State*

WI

Zip Code*

53186

Phone Number*

2624321330

Fax Number

Item 9.

Email Address*

shaun@innovative-signs.com

Existing and Proposed Uses:**Current Use of Property***

Landscape Supply

Zoning District*

B-3 Highway Commercial

Proposed Use:*

Landscape Supply

Conditions

The City of Whitewater Zoning Ordinance authorizes the Plan Commission to place conditions on approved conditional uses. "Conditions" such as landscaping, architectural design, type of construction, construction commencement and completion dates, sureties, lighting, fencing, plantation, deed restrictions, highway access restrictions, increased yards or parking requirements may be affected. "Conditional Uses" may be subject to time limits or requirements for periodic review by staff.

APPLICATION REQUIREMENTS

THE FOLLOWING INFORMATION MUST BE SUBMITTED IN ORDER TO CONSIDER THE APPLICATION COMPLETE:

1. Statement of use, including type of business with number of employees by shift.
2. Scaled plot plan with north arrow, showing proposed site and all site dimensions.
3. All buildings and structures; location, height, materials and building elevations.
4. Lighting plan; including location, height, materials and building elevations.
5. Elevation drawings or illustrations indicating the architectural treatment of all proposed buildings and structures.
6. Off-street parking; locations, layout, dimensions, circulation, landscaped areas, total number of stalls, elevation, curb and gutter.
7. Access; pedestrian, vehicular, service. Points of ingress and egress.
8. Loading ; location, dimensions, number of spaces internal circulation.
9. Landscaping; including location, size and type of all proposed planting materials.
10. Floor plans: of all proposed buildings and structures, including square footage.
11. Signage: Location, height, dimensions, color, materials, lighting and copy area.
12. Grading/draining plan of proposed site.
13. Waste disposal facilities; storage facilities for storage of trash and waste materials.
14. Outdoor storage, where permitted in the district; type, location, height of screening devices.

**One (1) full size, Fifteen (15) 11.x17, and One (1) Electronic Copy (include color where possible) site plan copies, drawn to scale and dimensioned.

STANDARDS FOR REVIEW AND APPROVAL

The Plan and Architectural Commission shall use the following standards when reviewing applications for conditional uses.

The applicant is required to fill out the following items and explain how the proposed conditional use will meet the standard for approval.

Standards

That the establishment, maintenance, or operation of the Conditional Use will not create a nuisance for neighboring uses or substantially reduce value of other property. Applicant's explanation:*

Conditional use for a flat aluminum panel on the storefront of the property will not create a nuisance or reduce any property value.

That utilities, access roads, parking, drainage, landscaping and other necessary site improvements are being provided. Applicant's explanation:*

N/A to signage.

That the conditional use conforms to all applicable regulations of the district in which it is located, unless otherwise specifically exempted by this ordinance. Applicant's explanations: *

The sign size conforms to code allowances.

That the conditional use conforms to the purpose and intent of the City Master Plan. Applicant's explanation:*

Item 9.

Yes it conforms to the City Master Plan.

** Refer to Chapter 19.66 of the City of Whitewater Municipal code, entitled CONDITIONAL USES, for more information.

Applicant's Signature*

Date

Shaun Relken

6/10/2024

Plot Plan Upload

PLS Site map.pdf

Plan Upload

PRF EST-13673_Front Elevation.pdf

Lighting Plan Upload

No file chosen

Landscape Plan Upload

No file chosen

File Upload

Sign Permit Application Form (PDF) -
Whitewater - Front Sign.pdf

File Upload

No file chosen

TO BE COMPLETED BY THE NEIGHBORHOOD SERVICES DEPARTMENT

1. Application was filed and the paid at least four weeks prior to the meeting. \$100.00 fee

Filed on:

Received by:

Receipt #

Application reviewed by staff members

3. Class 2 Notice published in Official Newspaper on

4. Notices of Public Hearing mailed to property owners on

Plan Commission holds the PUBIC HEARING on

Public Comments may also be submitted in person or in writing to City Staff.

At the conclusion of the Public Hearing, the Plan Commission will make a decision.

Item 9.

ACTION TAKEN

Conditional Use Permit: By the Plan and Architectural Review Commission

- ☐ Granted
☐ Not Granted

CONDITIONS PLACED UPON PERMIT BY PLAN AND ARCHITECTURAL REVIEW COMMISSION:

Signature of Plan Commission Chairperson

Date

mm/dd/yyyy

Tips for Minimizing Development Review Costs-A Guide for Applicants

The City of Whitewater assigns its consultant cost associated with reviewing development proposals to the applicant requesting development approval. These costs can vary based on a number of factors. Many of these factors can at least be partially controlled by the applicant for development review. The City recognizes that we are in a time when the need to control costs is at the forefront of everyone's minds. The following guide is intended to assist applicants for City development approvals understand what they can do to manage and minimize the costs associated with review of their application. The tips included in this guide will almost always result in a less costly and quicker review of an application.

MEET WITH NEIGHBORHOOD SERVICES DEPARTMENT BEFORE SUBMITTING AN APPLICATION

If you are planning on submitting an application for development review, one of the first things you should do is have a discussion with the City's Neighborhood Department. This can be accomplished either by dropping by the Neighborhood Services Department counter at City Hall, or by making an appointment with the Neighborhood Services Director. Before you make significant investments in your project, The Department can help you understand the feasibility of your proposal, what City plans and ordinances will apply, what type of review process will be required, and how to prepare a complete application.

SUBMIT A COMPLETE AND THOROUGH APPLICATION

One of the most important things you can do to make your review process less costly to you is to submit a complete, thorough, and well-organized application in accordance with City ordinance requirements. The City has checklists to help you make sure your application is complete. To help you prepare an application that has the right level of detail and information, assume that the people reviewing the application have never seen your property before, have no prior understanding of what you are proposing, and don't necessarily understand the reasons for your request.

FOR MORE COMPLEX OR TECHNICAL TYPES OF PROJECTS, STRONGLY CONSIDER WORKING WITH AN EXPERIENCED PROFESSIONAL TO HELP PREPARE YOUR PLANS

Experienced professional engineers, land planners, architects, surveyors, and landscape architects should be quite familiar with standard developmental review processes and expectations. They are also generally capable of preparing high-quality plans that will ultimately require less time (i.e., less cost for you) for City's planning and engineering consultants to review, saving you money in the long run. Any project that includes significant site grading, stormwater management, or utility work; significant landscaping; or significant building remodeling or expansion generally requires professionals in the associated fields to help out.

FOR SIMPLER PROJECTS, SUBMIT THOROUGH, LEGIBLE, AND ACCURATE PLANS

For less complicated proposals, it is certainly acceptable to prepare plans yourself rather than paying to have them prepared by a professional. However, keep in mind that even though the project may be less complex, the City's staff and planning consultant still need to ensure that your proposal meets all City requirements. Therefore, such plans must be prepared with care. Regardless of the complexity, all site, building and floor plans should:

1. Be drawn to be recognized scale and indicate what the scale is (e.g. 1 inch=40 feet).
2. Include titles and dates on all submitted documents in case pieces of your application get separated.
3. Include clear and legible labels that identify streets, existing and proposed buildings, parking areas, and other site improvements.
4. Indicate what the property and improvements look like today versus what is being proposed for the future.
5. Accurately represent and label the dimensions of all lot lines, setbacks, pavement/parking areas, building heights, and any other pertinent project features.
6. Indicate the colors and materials of all existing and proposed site/building improvements. Including color photos with your application is one inexpensive and accurate way to show the current conditions of the site. Color catalog pages or paint chips can be included to show the appearance of proposed signs, light fixtures, fences, retaining walls, landscaping features, building materials or other similar improvements.

SUBMIT YOUR APPLICATION WELL IN ADVANCE OF THE PLAN AND ARCHITECTURAL REVIEW COMMISSION MEETING

Item 9.

The city normally requires that a complete application be submitted four (4) weeks in advance of the Commission meeting when it will be considered. For simple submittals not requiring a public hearing, this may be reduced to two (2) weeks in advance. The further in advance you can submit your application, the better for you and everyone involved in reviewing the project. Additional review time may give the City's planning consultant and staff an opportunity to address those issues before the Plan and Architectural Review Commission meeting. Be sure to provide reliable contact information on your application form and be available to response to such questions or requests in a timely manner.

FOR MORE COMPLEX PROJECTS, SUBMIT YOUR PROJECT CONCEPTUAL REVIEW

A conceptual review can be accomplished in several ways depending on the nature of your project and your desired outcomes.

1. Preliminary plans may be submitted to City staff and the planning consultant for a quick informal review. This will allow you to gauge initial reactions to your proposal and help you identify key issues;
2. You may request a sit-down meeting with the Neighborhood Services Director and or Planning consultant to review and more thoroughly discuss your proposal; and/or
3. You can ask to be placed on a Plan and Architectural Review Commission meeting agenda to present and discuss preliminary plans with the Commission and gauge it's reaction before formally submitting your development review application.

Overall, conceptual reviews almost always save time, money, stress, and frustration in the long run for everyone involved. For this reason, the City will absorb up to \$200 in consultant review costs for conceptual review of each project.

HOLD A NEIGHBORHOOD MEETING FOR LARGER AND POTENTIALLY MORE CONTROVERSIAL PROJECTS

If you believe your project falls into one or both of these two categories (City staff can help you decide), one way to help the formal development review process go more smoothly is to host a meeting for neighbors and any other interested members of the community. This would happen before any Plan and Architectural Review Commission meeting and often before you even submit a formal development review application.

A neighborhood meeting will give you an opportunity to describe your proposal, respond to questions and concerns, and generally address issues in an environment that is less formal and potentially less emotional than a Plan and Architectural Review Commission meeting. Neighborhood meetings can help you build support for your project, understand other's perspectives on your proposal, clarify misunderstandings, and modify the project and alleviate public concerns before the Plan and Architectural Review Commission meetings. Please notify the City Neighborhood Services Director of your neighborhood meeting date, time and place; make sure all neighbors are fully aware (City staff can provide you a mailing list at no charge); and document the outcomes of the meeting to include with your application.

TYPICAL CITY PLANNING CONSULTANT DEVELOPMENT REVIEW COSTS

The City often utilizes assistance from a planning consultant to analyze requests for land development approvals against City plans and ordinances and assist the City's Plan and Architectural Review Commission and City Council on decision making. Because it is the applicant who is generating the need for the service, the City's policy is to assign most consultant costs associated with such review to the applicant, as opposed to asking general taxpayer to cover these costs.

The development review costs provided below represent the planning consultant's range of costs associated with each particular type of development review. This usually involves some initial analysis of the application well before the public meeting date, communication with the applicant at that time if there are key issues to resolve before the meeting, further analysis and preparation of a written report the week before the meeting, meeting attendance, and sometimes minor follow-up after the meeting. Cost vary depending on a wide range of factors, including the type of application, completeness and clarity of the development application, the size and complexity of the proposed development, the degree of cooperation from the applicant for further information, and the level of community interest. The City has a guide called "Tips for Minimizing Your Development Review Costs" with Information on how the applicant can help control costs.

Type of development review being requested and planning consultant review cost range

Minor Site/Building Plan (e.g., minor addition to building, parking lot expansion, small apartment, downtown building alterations)

- ☐ When land use is a permitted use in the zoning district and for minor downtown building alterations-up to \$600
- ☐ When use also requires a conditional use permit, and for major downtown building alterations-\$700-\$1,500

Major Site/Building Plan (e.g., new gas station/convenience store, new restaurant, supermarket, larger apartments, industrial building)

- ☐ When land use is a permitted use in the zoning district-\$700-\$2,000
- ☐ When land use also requires a conditional use permit- \$1,600-\$12,000

Conditional Use Permit with no Site plan Review (e.g., home occupation, sale of liquor request, substitution of use in existing building)

- ☐ Up to \$600

Rezoning

- ☐ Standard (not PCD) zoning district-\$700-\$2,000
- ☐ Planned Community Development zoning district, assuming complete GDP & SIP application submitted at same time-\$2,100-\$12,000

Land Division

- ☐ Land Survey Map-up to \$300
- ☐ Subdivision Plat- \$1,500-\$3,000
- ☐ Plat (does not include any development agreement time)-\$50-\$1,500

Annexation

- ☐ Typically between \$200-\$400

****Note:** The City also retains a separate engineering consultant, who is typically involved in larger projects requiring storm water management plans, major utility work, or complex parking or road access plans. engineering costs are not included above, but will be assigned to the development review applicant. The consultant planner and engineer closely coordinate their reviews to control costs.

Cost Recovery Certificate and Agreement

The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, and recreation specialists) to assist in the City's review of an application for development review coming before the Plan and Architectural Review Commission, Board of Zoning Appeals and/or Common Council. In fact most applications require some level of review by the City's planning consultant. City of Whitewater staff shall retain sole discretion in determining when and to what extent it is necessary to involve a professional consultant in the review of an application.

The submittal of an application or petition for development review by an applicant shall be construed as an agreement to pay for such professional review services associated with the application or petition. The City may apply the charges for these services to the applicant and/or property owner in accordance with this agreement. The City may delay acceptance of an application or petition (considering it incomplete), or may delay final action or approval of the associated proposal, until the applicant pays such fees or the specified percentage thereof. Development review fees that are assigned to the applicant, but that are not actually paid, may then be imposed by the City as a special charge on the affected property.

SECTION A: BACKGROUND INFORMATION-to be completed by the Applicant/Property Owner

Applicant's First Name*

Shaun

Last Name*

Relken

Applicant's Mailing Address

21700 Doral Road

City*

Waukesha

State*

WI

Zip Code*

53186

Applicant's Phone Number*

2624321330

Fax Number

Applicant's Email Address*

shaun@innovative-signs.com

Project Information

Name/Description of Development*

Item 9.

Krista Suhr

Address of Development Site*

1002 S. Janesville Rd - Whitewater, WI 53190

Property Owner Information (if different from applicant):

Property Owner's First Name

Samuel and Dana

Last Name

Hatchett

Property Owner's Mailing Address

1002 S. Janesville Rd

City

Whitewater

State

WI

Zip Code

53190

SECTION B: APPLICANT/PROPERTY OWNER COST OBLIGATIONS. To be filled out by the Neighborhood Services Department

Under this agreement, the applicant shall be responsible for the costs indicated below. In the event the applicant fails to pay such costs, the responsibility shall pass to the property owner, if different. Costs may exceed those agreed to herein only by mutual agreement of the applicant, property owner and City. If and when the City believes that actual costs incurred will exceed those listed below, for reasons not anticipated at the time of the application or under the control of the City administration or consultants, the Neighborhood Services Director or his agent shall notify the applicant and property owner for their approval to exceed such initially agreed costs. If the applicant and property owner do not approve such additional costs, the City may, as permitted by law, consider the application withdrawn and/or suspend or terminate further review and consideration of the development application. In such case, the applicant and property owner shall be responsible for all cost incurred up until that time.


A. Application fee

B. Expected planning consultant review cost

C. Total cost expected of application (A+B)

D. 25% of total cost due at time of application:

Project likely to incur additional engineering or other consultant review costs?

No 

Balance of costs

The balance of the applicant's costs, not due at time of application, shall be payable upon applicant receipt of one or more itemized invoices from the City. If the application fee plus actual planning and engineering consultant review costs end up being less than the 25% charged to the applicant at the time of application, the City shall refund the difference to the applicant.

SECTION C: AGREEMENT EXECUTION -to be completed by the Applicant and Property Owner

The undersigned applicant and property owner agree to reimburse the City for all costs directly or indirectly associated with the consideration of the applicant's proposal as indicated in this agreement, with 25% of such costs payable at the time of application and the remainder of such costs payable upon receipt of one or more invoices from the City following the execution of development review services associated with the application.

Signature of Applicant/Petitioner***Date**

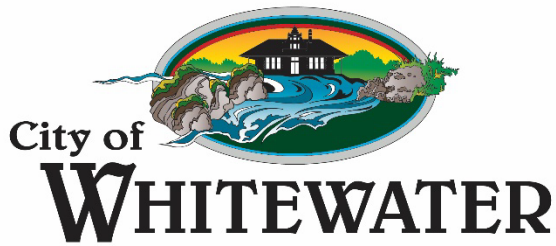
Shaun Relken

6/10/2024

Signature of Property Owner (if different)**Date**

Dana Hatchett

6/10/2024



Neighborhood Services
 Department
*Planning, Zoning, Code
 Enforcement, GIS
 and Building
 Inspections*
www.whitewater-wi.gov
 Telephone: (262) 473-0540

NOTICE OF PUBLIC HEARING

TO ALL INTERESTED PARTIES:

A meeting of the PLAN AND ARCHITECTURAL REVIEW COMMISSION of the City of Whitewater will be held at the Municipal Building, Community Room, located at 312 W. Whitewater Street on the 8th day of July at 6:00 p.m. to hold a public hearing for consideration of a Conditional Use Permit for a proposed second wall sign located at 1002 S. Janesville St., Tax Parcel #'s /WUP 00341 for Samuel & Dana Hatchett d/b/a Pro Landscape Supply.

The Site Plan Review Proposal is on file in the Neighborhoods Services Office located at 312 W. Whitewater Street and is open to public inspection during office hours Monday through Friday, 8:00 a.m. to 4:30 p.m.

This meeting is open to the public. COMMENTS FOR, OR AGAINST THE PROPOSED PROJECT MAY BE SUBMITTED IN PERSON OR IN WRITING.

For information, call (262) 473-0540

Llana Dostie, Neighborhood Services Administrative Assistant



Legal Landscape

WALWORTH COUNTY, WISCONSIN

0 137.5 275 550 825 1,100 1,375 Feet

1:8,295



Author:

Map Produced on: 6/17/2024

Wisconsin State Plane Coordinate System, South Zone
Horizontal Datum: NAD83-2011

**Walworth County Information Technology Department
Land Information Division**

1800 County Trunk NN
Elkhorn, Wisconsin 53121-1001

DISCLAIMER: THE INFORMATION PROVIDED ON THIS MAP HAS BEEN PRODUCED AND PROCESSED FROM SOURCES BELIEVED TO BE RELIABLE. NO WARRANTY, EXPRESS OR IMPLIED, IS MADE REGARDING ACCURACY, ADEQUACY, COMPLETENESS, LEGALITY, RELIABILITY OR USEFULNESS OF THIS INFORMATION. THE INFORMATION CONTAINED HEREIN WILL NOT BE ACCEPTED AS AN OFFICIAL DOCUMENT.



HOFFMANN LANDS LTD
8612 N LIMA CENTER RD
WHITEWATER, WI 53190

STATE OF WISCONSIN DEPT OF TRANSPC
PO BOX 7921
MADISON, WI 53707-2100

ACCESS SELF STORAGE LLC
W6365 PIERCE RD
ELKHORN, WI 53121-2100

Item 9.

BARBARA MCCOMB TRUST
W9230 HWY 59
WHITEWATER, WI 53190-9000

HATCHETT ENTERPRISES LLC
1002 S JANESVILLE ST
WHITEWATER, WI 53190-9000

HATCHETT ENTERPRISES LLC
9440 E STATE RD 59
MILTON, WI 53563-6300