



CITY OF WHITEWATER PLAN AND ARCHITECTURAL REVIEW
COMMISSION

Agenda

October 12, 2015

City of Whitewater Municipal Building
312 W. Whitewater St., Whitewater, Wisconsin
6:30 p.m.

1.	Call to order and Roll Call.
2.	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 Plan Commission discusses that particular item.
3.	Review and approve the Plan Commission minutes of September 14, 2015.
4.	Hold a public hearing for consideration of a conditional use permit for an awning sign with 12 inch lettering at 141A W. Whitewater Street, in a B-2 (Community Business) Zoning District for Linda Platner.
5.	Hold a public hearing for consideration of a Conditional Use Permit for the conversion of a single family home into a duplex at 281 N. Tratt Street, in an R-3 (Multi-family Residence) Zoning District for D.L.K. Enterprises Inc.
6.	Discuss R-2A application process.
7.	Information Items: a. Possible future agenda items. b. Next regular Plan Commission Meeting – November 9, 2015
8.	Adjournment.

Anyone requiring special arrangements is asked to call the Zoning and Planning Office 24 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 jwegner@whitewater-wi.gov.
The City of Whitewater website is: whitewater-wi.gov

M E M O R A N D U M

To: City of Whitewater Plan and Architectural Review Commission
 From: Christine Munz-Pritchard, City Planner
 Date: October 12, 2015
 Re: **Item # 4** Proposal Conditional Use Permit for an awning sign with 12 inch lettering at 141A W. Whitewater Street, in a B-2 (Community Business) Zoning District for Linda Platner.

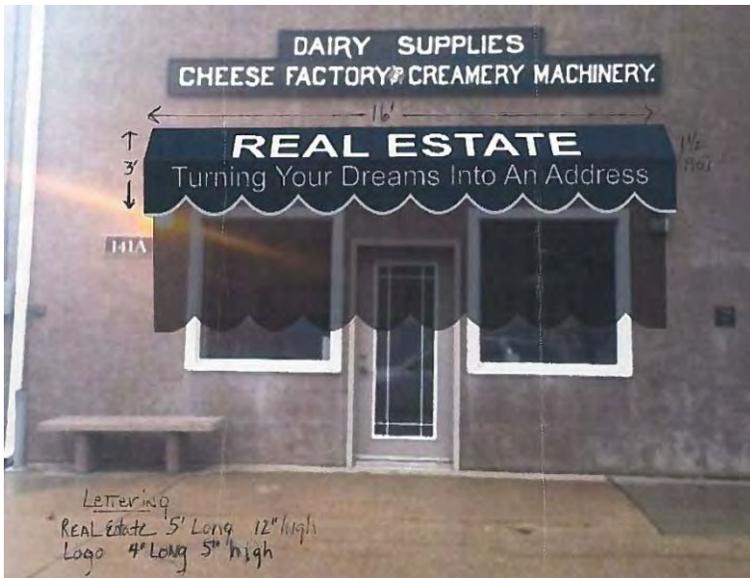
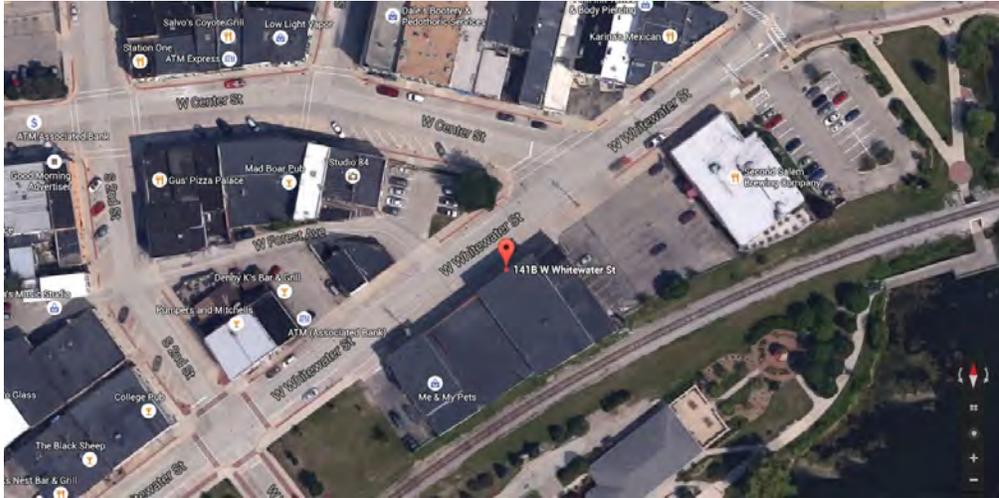
Summary of Request		
Requested Approvals:	Awning sign with 12 inch lettering	
Location:	141A W. Whitewater Street	
Current Land Use:	Commercial Office Space	
Proposed Land Use:	Commercial Office Space	
Current Zoning:	B-2 Central Business	
Proposed Zoning:	No change.	
Comprehensive Plan's Future Land Use:	Central Business	
Surrounding <i>Zoning</i> and Current Land Uses:		
	North:	
	B-2 Central Business	
West:	Subject Property	East:
B-2 Central Business		B-2 Central Business
	South:	
	B-2 Central Business	

Description of the Proposal:

This proposal involves a Conditional Use Permit (CUP) for an awning sign with 12 in lettering. 19.54.020 (D) 8 Awning/canopy signs script/logo height shall be limited to eight inches, except that a greater height may be approved by conditional use.

PLANNER'S RECOMMENDATIONS:

I recommend that the Plan and Architectural Review Commission recommend approval of the awning sign with 12 in lettering.



SUGGESTED FINDINGS TO BE MADE BY THE PLAN COMMISSION

Conditional Use Permits are required to be reviewed in relation to a set of standard criteria presented in the Zoning Ordinance (Section 19.66.050). See the following page for suggested findings:

Analysis of Proposed Conditional Use Permit for: 141 W Whitewater St.		
<i>Conditional Use Permit Review Standards per Section 19.66.050:</i>		
STANDARD	EVALUATION	COMMENTS
1. The establishment, maintenance, or operation of the conditional use will not create a nuisance for neighboring uses or substantially reduce the values of property.	Yes	The site is located in an area that has awning/canopy.
2. Adequate utilities, access roads, parking, drainage, landscaping, and other necessary site improvements are being provided.	Yes	Pending approval from the building inspector.
3. The conditional use conforms to all applicable regulations of the district in which it is located, unless otherwise specifically exempted in this ordinance or through variance.	Yes	The site meets the zoning requirements.
4. The conditional use conforms to the purpose and intent of the city master (comprehensive) plan.	Yes	The site is located in an area that has awning/canopy.
5. The conditional use and structures are consistent with sound planning and zoning principles.	Yes	The awning/canopy is a permitted use in this zoned area.



Neighborhood Services Department
*Planning, Zoning, Code Enforcement, GIS
and Building Inspections*

www.whitewater-wi.gov
Telephone: (262) 473-0540

NOTICE OF PUBLIC HEARING

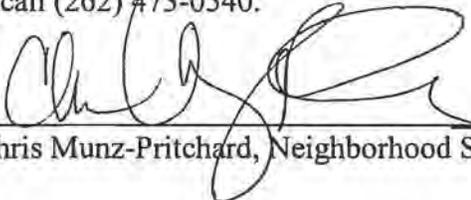
TO ALL INTERESTED PARTIES:

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 12th day of October 2015 at 6:30 p.m. to hold a public hearing for consideration of a Conditional Use Permit for an awning sign with 12 inch lettering at 141A W. Whitewater Street, in a B-2 (Community Business) Zoning District for Linda Platner.

The proposal is on file in the office of the Zoning Administrator at 312 W. Whitewater Street and is open to public inspection during office hours Monday through Friday, 8:00 a.m. to 5:00 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.


Chris Munz-Pritchard, Neighborhood Services Director/City Planner

TaxKey	Owner1	Owner2	Address1	City	State	Zip
/A 29600001	CITY OF WHITEWATER 'PUMP HOUSE'		312 W WHITEWATER ST	WHITEWATER	WI	53190-0000
/A 29600002	CITY OF WHITEWATER 'PUMP HOUSE'		312 W WHITEWATER ST	WHITEWATER	WI	53190-0000
/OT 00002	CBP PROPERTIES LLC		417 N FREMONT ST	WHITEWATER	WI	53190-0000
/OT 00003	WATSON & SCHARINE		136 W MAIN ST	WHITEWATER	WI	53190-0000
/OT 00004	ILMI SHABANI	ANIFE SHABANI	140 W MAIN ST	WHITEWATER	WI	53190-0000
/OT 00006	MIKNA LLC	C/O AROPA DESIGNS	144 W MAIN ST	WHITEWATER	WI	53190-0000
/OT 00007	WOKES LLC		146 W MAIN ST	WHITEWATER	WI	53190-0000
/OT 00008	JOSE J BARAJAS	JUANA BARAJAS	409 BUCKINGHAM BLVD	WHITEWATER	WI	53190-0000
/OT 00009	MARY E KETTERHAGEN	KETTERHAGEN TRUST	1631 PEARSON CT	WHITEWATER	WI	53190-0000
/OT 00062	DONALD E LIGGETT TRUST		PO BOX 223061	PRINCEVILLE	HI	96722-0000
/OT 00065	TRIPLE J PROPERTIES LLC		W335 S2539 MORRIS RD	DOUSMAN	WI	53118-0000
/OT 00075	DLK ENTERPRISES INC		PO BOX 239	WHITEWATER	WI	53190-0000
/OT 00076	141 W MAIN STREET BUILDING LLC		N1103 PECHOUS LN	WHITEWATER	WI	53190-1655
/OT 00077	TRIPLE J PROPERTIES LLC		W335 S2539 MORRIS RD	DOUSMAN	WI	53118-0000
/OT 00078	RUSSELL R WALTON	KIM A WALTON	1005 W MAIN ST SUITE C	WHITEWATER	WI	53190-0000
/OT 00079	LAKEVIEW CENTER LLC		147 W MAIN ST	WHITEWATER	WI	53190-0000
/OT 00080	AUREL BEZAT	DANIELA BEZAT	149 W MAIN ST	WHITEWATER	WI	53190-1903
/OT 00081	TRIPLE J PROPERTIES LLC		543 A J ALLEN CIR	WALES	WI	53183-0000
/OT 00082	TRIPLE J PROPERTIES LLC		543 A J ALLEN CIR	WALES	WI	53183-0000
/OT 00083	TRIPLE J PROPERTIES LLC		543 AJ ALLEN CIR	WALES	WI	53183-0000
/OT 00084	BULLDOG INVESTMENTS LLC		109 S FIRST ST	WHITEWATER	WI	53190-0000
/OT 00085	GKC RENTALS-WHITEWATER LLC		W7723 HACKETT RD	WHITEWATER	WI	53190-0000
/OT 00086	GKC RENTALS-WHITEWATER LLC		W7723 HACKETT RD	WHITEWATER	WI	53190-0000
/OT 00126	HANTROPP PROPERTIES LLC	C/O STEFFEN & ROBYN HANTROPP	158 W WHITEWATER ST	WHITEWATER	WI	53190-0000
/OT 00127	HANTROPP PROPERTIES LLC	C/O STEFFEN & ROBYN HANTROPP	158 W WHITEWATER ST	WHITEWATER	WI	53190-0000
/OT 00129	DENNIS M KNOPP		323 S JANESVILLE ST	WHITEWATER	WI	53190-0000
/OT 00131	RODRIGUEZ PROPERTIES II LLC		N9707 N MCCORD RD	WHITEWATER	WI	53190-0000
/OT 00132	RODRIGUEZ PROPERTIES II LLC		N9707 N MCCORD RD	WHITEWATER	WI	53190-0000
/OT 00133	RODRIGUEZ PROPERTIES II LLC		N9707 N MCCORD RD	WHITEWATER	WI	53190-0000
/OT 00134	WAYNE A QUASS	MAUREEN C QUASS	972 W PECK ST	WHITEWATER	WI	53190-0000
/OT 00135	WILLIAM V OSBORNE II	REBECCA P ANDERSON	12648 E GLACIAL CREST DR	WHITEWATER	WI	53190-0000
/OT 00136	EDWARD W HAMILTON	ROXANNE A HAMILTON	PO BOX 736	WHITEWATER	WI	53190-0000
/OT 00137	EDWARD W HAMILTON	ROXANNE HAMILTON	PO BOX 736	WHITEWATER	WI	53190-0000
/OT 00138	TRIPLE J PROPERTIES LLC		W335 S2539 MORRIS RD	DOUSMAN	WI	53118-0000
/OT 00139	TRIPLE J PROPERTIES LLC		W335 S2539 MORRIS RD	DOUSMAN	WI	53118-0000
/OT 00140	CITY OF WHITEWATER		312 W WHITEWATER ST	WHITEWATER	WI	53190-0000
/OT 00141	WISCONSIN DAIRY SUPPLY CO TAX COMMISSIONER C.M.ST.P.& P. RR CO.		PO BOX 239	WHITEWATER	WI	53190-0000
/OT 00141A	CITY OF WHITEWATER		312 W WHITEWATER ST	WHITEWATER	WI	53190-0000
/OT 00142	WISCONSIN DAIRY SUPPLY CO TAX COMMISSIONER C.M.ST.P.& P. RR CO.		PO BOX 239	WHITEWATER	WI	53190-0000
/OT 00144	XURI PROPERTIES LLC		595 W34735 JERICO DR	EAGLE	WI	53119-0000
/OT 00145	WISCONSIN DAIRY SUPPLY CO TAX COMMISSIONER C.M.ST.P.& P. RR CO.		PO BOX 239	WHITEWATER	WI	53190-0000
/TR 00001	CITY OF WHITEWATER		312 W WHITEWATER ST	WHITEWATER	WI	53190-0000
/TR 00002	CITY OF WHITEWATER		312 W WHITEWATER ST	WHITEWATER	WI	53190-0000
/TR 00003	CITY OF WHITEWATER		312 W WHITEWATER ST	WHITEWATER	WI	53190-0000
/TR 00004	CC PROPERTY DEVELOPMENT LLC		111 W WHITEWATER ST	WHITEWATER	WI	53190-0000

/TR 00005	CC-PROPERTY-DEVELOPMENT-LLC		111 W WHITEWATER ST	WHITEWATER	WI	53190-0000
/TR 00006	CC-PROPERTY-DEVELOPMENT-LLC		111 W WHITEWATER ST	WHITEWATER	WI	53190-0000
/TR 00006A	CC-PROPERTY-DEVELOPMENT-LLC		111 W WHITEWATER ST	WHITEWATER	WI	53190-0000
/TR 00008	WISCONSIN-DAIRY-SUPPLY-CO-TAX-COMMISSIONER-C.M.ST.P.&P.-RR-CO.		PO BOX 239	WHITEWATER	WI	53190-0000
/TR 00009	WISCONSIN-DAIRY-SUPPLY-CO-TAX-COMMISSIONER-C.M.ST.P.&P.-RR-CO.		PO BOX 239	WHITEWATER	WI	53190-0000
/TR 00010	COMMUNITY-DEVELOPMENT-AUTHORITY-OF-CITY-OF-WHITEWATER		402 W MAIN ST	WHITEWATER	WI	53190-0000
/TR 00012	COMMUNITY-DEVELOPMENT-AUTHORITY-OF-CITY-OF-WHITEWATER		402 W MAIN ST	WHITEWATER	WI	53190-0000
/TR 00015	CITY-OF-WHITEWATER		312 W WHITEWATER ST	WHITEWATER	WI	53190-0000
/TR 00016	CITY-OF-WHITEWATER		312 W WHITEWATER ST	WHITEWATER	WI	53190-0000
/WUP 00260	CITY-OF-WHITEWATER		312 W WHITEWATER ST	WHITEWATER	WI	53190-0000
/WUP 00261	CITY-OF-WHITEWATER		312 W WHITEWATER ST	WHITEWATER	WI	53190-0000
/WUP 00321	STATE-OF-WISCONSIN-DEPT-OF-TRANSPORTATION			MADISON	WI	53702-0000
	Linda Platner		141A W WHITEWATER ST	WHITEWATER	WI	53190-0000



Neighborhood Services Department
Planning, Zoning, GIS, Code Enforcement
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www.whitewater-wi.gov
(262) 473-0143

CONDITIONAL USE PERMIT APPLICATION

Address of Property: 141 A Whitewater Ave., Whitewater
Owner's Name: DLK
Applicant's Name: Linda Platner
Mailing Address: 141 A Whitewater Ave., Whitewater
Phone #: 262-215-7756 Email: lplatner@icnet.com
Legal Description (Name of Subdivision, Block and Lot of other Legal Descriptions): _____

Existing and Proposed Uses:

Current Use of Property: Commercial office space
Zoning District: B-2
Proposed Use: Awning Sign

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

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, type, orientation of all proposed outdoor lighting – both on poles and on buildings. Photometric plans may be required.
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 /drainage plan of the proposed site.
13. Waste disposal facilities: storage facilities for the storage of trash and waste materials.
14. Outdoor storage, where permitted in the district: type, location, height of screening devices.

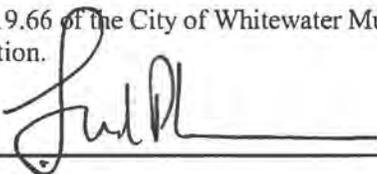
****Four (4) full size, Twenty (20) 11x17, and 1 Electronic Copy (include color where possible) site plan copies, drawn to scale and dimensioned.**

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.

STANDARD	APPLICANT'S EXPLANATION
A. 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.	Requesting conditional use for an awning on 141A For Real Estate office. Current standard for lettering is 8". I am requesting 12" for lettering on main section of awning.
B. That utilities, access roads, parking, drainage, landscaping, and other necessary site improvements are being provided.	Will not effect utilities, roads ect.
C. That the conditional use conforms to all applicable regulations of the district in which it is located, unless otherwise specifically exempted by this ordinance.	Awning conforms in size and projection, lettering on body of awning will exceed current standard by 4" in order to be visible. and be in proportion to awning size
D. That the conditional use conforms to the purpose and intent of the city Master Plan.	Awning will complement building facade

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

Applicant's Signature: 

Date: 9-28-15

Printed: Linda Platner

TO BE COMPLETED BY THE NEIGHBORHOOD SERVICES DEPARTMENT

- 1) Application was filed and the paid fee at least four weeks prior to the meeting. \$100.00 fee filed on 9-28-15. Received by: J. Wegner Receipt #: 6.012179
- 2) Application is reviewed by staff members.
- 2) Class 1 Notice published in Official Newspaper on 10-1-15.
- 3) Notices of the Public Hearing mailed to property owners on 9-28-15.
- 4) Plan Commission holds the PUBLIC HEARING on 10-12-15. Public comments may also be submitted in person or in writing to City Staff.
- 5) At the conclusion of the Public Hearing, the Plan Commission will make a decision.

ACTION TAKEN:

Condition Use Permit: Granted _____ Not Granted _____ By the Plan and Architectural Review Commission

CONDITIONS PLACED UPON PERMIT BY PLAN AND ARCHITECTURAL REVIEW COMMISSION:

Signature of Plan Commission Chairperson

Date

Tips for Minimizing Your 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 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 to 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.

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 Manager / City Planner. 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 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, 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 consultants 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 a 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.
7. 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.

Submit your application well in advance of the Plan and 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. 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 consultant staff 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.

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.

1. Preliminary plans may be submitted to City staff and/or 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 Manager/ City Planner 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 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.

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 Neighborhood Services Manager / City Planner 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 the 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. The City has a guide called "Tips for Minimizing Your Development Review Costs" with information on how the applicant can help control costs.

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Type of Development Review Being Requested	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 to \$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 to \$2,000
When land use also requires a conditional use permit	\$1,600 to \$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	
To a standard (not PCD) zoning district	\$400 to \$2,000
To Planned Community Development zoning district, assuming complete GDP & SIP application submitted at same time	\$2,100 to \$12,000
Land Division	
Certified Survey Map	Up to \$300
Preliminary Subdivision Plat	\$1,500 to \$3,000
Final Plat (does not include any development agreement time)	\$500 to \$1,500
Annexation	\$200 to \$400

****Note:** The City also retains a separate engineering consultant, who is typically involved in larger projects requiring stormwater 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 filled out by the Applicant/Property Owner -----

Name of Applicant:

Linda Platner

Applicant's Mailing Address:

141 A Whitewater Ave
Whitewater WI 53190

Applicant's Phone Number:

262-215-7756

Applicant's Email Address:

lplatner@icoh.net.com

Project Information:

Name/Description of Development:

Address of Development Site:

141 A Whitewater Ave

Tax Key Number(s) of Site:

Property Owner Information (if different from applicant):

Name of Property Owner:

DUC

Property Owner's Mailing Address:

144 N Tratt St
Whitewater WI 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 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 Applicant (A+B)\$ _____
- D. 25% of Total Cost, Due at Time of Application.....\$ _____

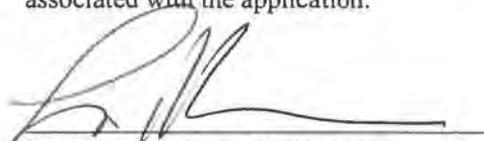
E. Project Likely to Incur Additional Engineering or Other Consultant Review Costs? < Yes < No

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 filled out 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

Signature of Property Owner (if different)

Linda Platner
Printed Name of Applicant/Petitioner

Printed Name of Property Owner (if different)

9-28-15
Date of Signature

Date of Signature

DAIRY SUPPLIES
CHEESE FACTORY CREAMERY MACHINERY.

16'
↑ 3' ↓
REAL ESTATE
Turning Your Dreams Into An Address

1 1/2 Proj

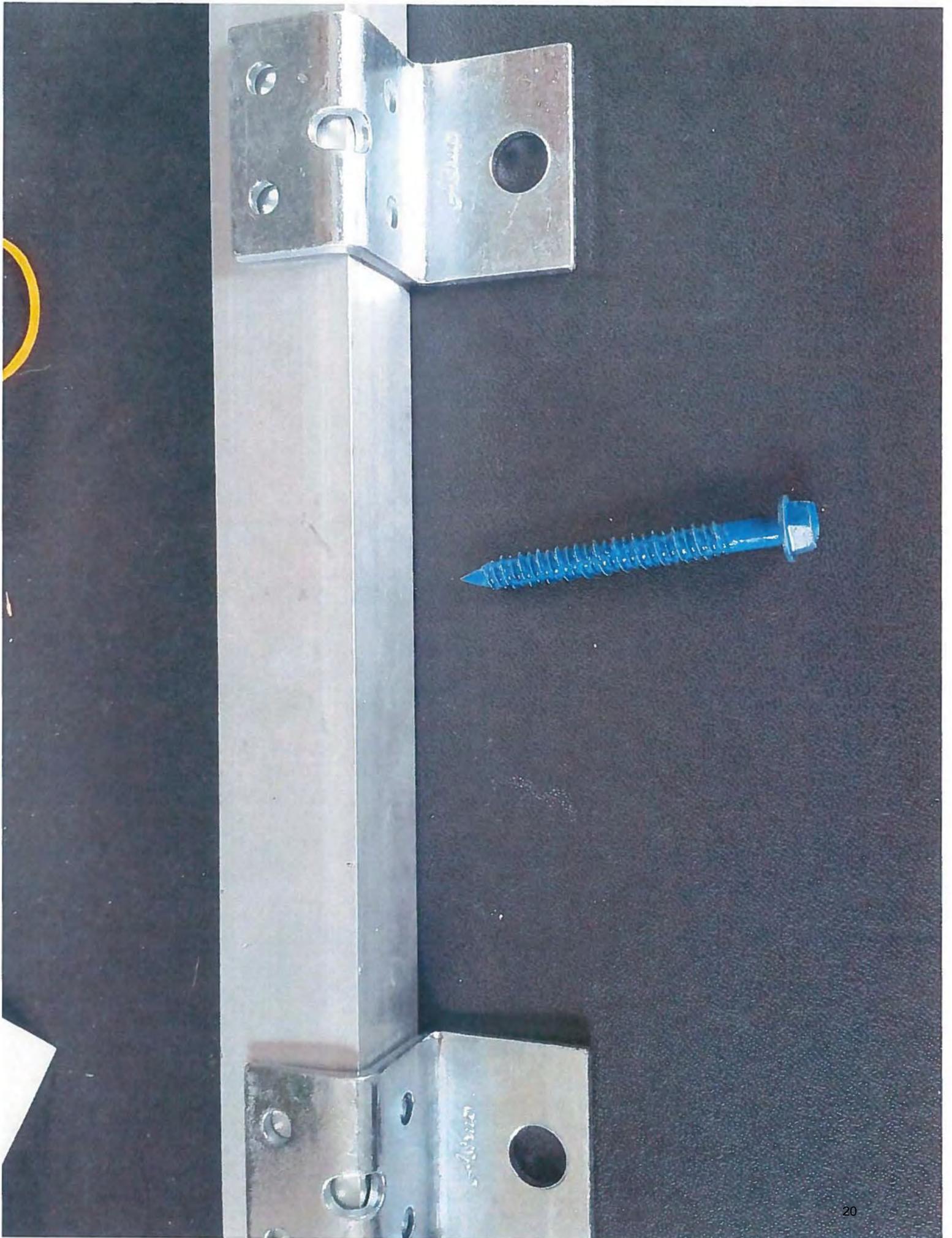
141A

Lettering
REAL Estate 5' Long 12" high
Logo 4' Long 5" high

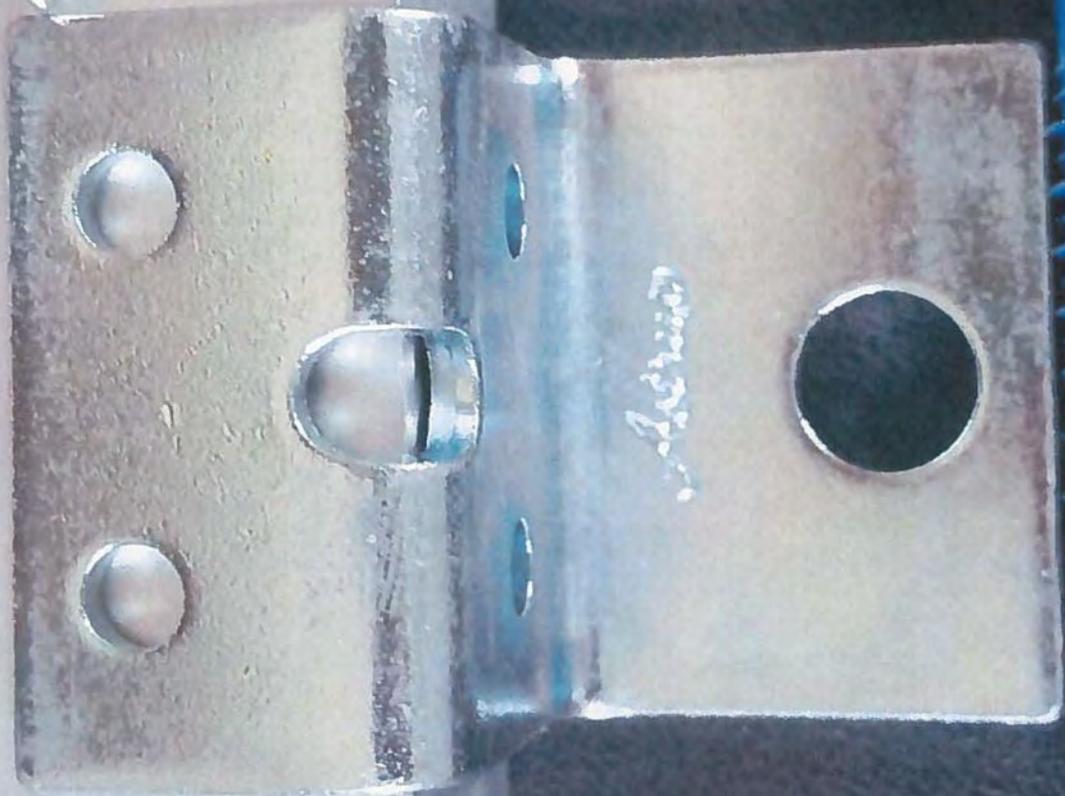
DAIRY SUPPLIES
CHEESE FACTORY & CREAMERY MACHINERY.

REAL ESTATE
Turning Your Dreams Into An Address

141A







MEMORANDUM

To: City of Whitewater Plan and Architectural Review Commission
 From: Chris Munz-Pritchard City Planner
 Date: October 12th 2015
 Re: **Item # 5** Proposed conversion of a single family home into a duplex per Section 19.21.030(H) at 281 North Tratt Street (/WUP 00183G) for D.L.K. Enterprises Inc.

Summary of Request		
Requested Approvals:	Proposed conversion of a single family home into a duplex (two-family attached dwelling)	
Location:	281 N. Tratt Street	
Current Land Use:	Single Family Home	
Proposed Land Use:	Duplex (two-family attached dwelling)	
Current Zoning:	R-3 Multifamily Residence District	
Proposed Zoning:	No change	
Comprehensive Plan's Future Land Use:	Higher Density Residential	
Surrounding <i>Zoning</i> and Current Land Uses:		
	North:	
	R-3 Multi Family Residence	
West:	Subject Property	East:
R-3 Multi Family Residence		R-3 Multi Family Residence
	South:	
	R-3 Multi Family Residence	

Description of the Proposal:

The proposed project requires a Conditional Use per Section 19.21.030(H) of the R-3 Multi Family Residence zoning district. This proposal is the conversion of a single family home into a duplex (two-family attached dwelling). Minimum lot size for a two-family attached dwelling is 12,000 square feet. The lot sits on .4830 acres or approximately 21,039 square feet.

The building footprint of the existing home is 1,694 square feet. There is no increase of the building footprint. The main area of conversion is taking place in the existing basement with the addition of the second unit which includes five (5) bedrooms, two (2) baths, a kitchen and living room. The first floor unit will have an additional bedroom added making it four (4) bedrooms, two (2) baths.

PLANNER’S RECOMMENDATIONS:

I recommend the Plan and Architectural Review Commission grant *conditional approval* for the requested modification to the building at 281 North Tratt Street, subject to the following conditions of approval:

1. The minimum parking stall requirement is 6 stalls. The site plan for parking is not shown. According to the application additional parking will be provided in the adjacent parking. It is my recommendation that the additional stalls be documented with an easement tying the stalls to the property. In addition verification that the stalls are not allocated for other properties are needed.
2. Approval by Engineering, Building Inspector, Fire Inspector and other City departments.
3. Any other conditions identified by City Staff or the Plan Commission.







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 12th day of October 2015 at 6:30 p.m. to hold a public hearing for consideration of a Conditional Use Permit for the conversion of a single family home into a duplex at 281 N. Tratt Street, in an R-3 (Multi-family Residence) Zoning District for D.L.K. Enterprises Inc.

The proposal is on file in the office of the Zoning Administrator at 312 W. Whitewater Street and is open to public inspection during office hours Monday through Friday, 8:00 a.m. to 5:00 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.


Chris Munz-Pritchard, Neighborhood Services Director/City Planner

TaxKey	Owner1	Owner2	Address1	City	State	Zip
/A11860001	DLK ENTERPRISES INC		PO BOX 239	WHITEWATER	WI	53190-0000
/CAH 00003	DALE N STETTLER TRUST	GAYLE M STETTLER TRUST	PO BOX 657	WHITEWATER	WI	53190-0000
/CAH 00004	CITY OF WHITEWATER 'PUMP HOUSE'		312 W WHITEWATER ST	WHITEWATER	WI	53190-0000
/HH 00001	DLK ENTERPRISES INC		PO BOX 239	WHITEWATER	WI	53190-0000
/WUP 00149	WISCONSIN STATE COLLEGES BUILDING CORPORATION	C/O UW-WHITEWATER ACCOUNTS PA	PO BOX 296	WHITEWATER	WI	53190-0000
/WUP 00150	DLK ENTERPRISES INC		PO BOX 239	WHITEWATER	WI	53190-0000
/WUP 00150A	DLK ENTERPRISES INC		PO BOX 239	WHITEWATER	WI	53190-0000
/WUP 00150B	DLK ENTERPRISES INC		PO BOX 239	WHITEWATER	WI	53190-0000
/WUP 00150C	DLK ENTERPRISES INC		PO BOX 239	WHITEWATER	WI	53190-0000
/WUP 00150D	STARIN PRINCE RENTALS LLC		W9597 BREIDSAN HILLS DR	WHITEWATER	WI	53190-0000
/WUP 00150E	DLK ENTERPRISES INC		PO BOX 239	WHITEWATER	WI	53190-0000
/WUP 00156	CLG WHITEWATER LLC		1721 HOLLY COURT	LONG GROVE	IL	60047-0000
/WUP 00156A	DLK ENTERPRISES INC		PO BOX 239	WHITEWATER	WI	53190-0000
/WUP 00156B	DLK ENTERPRISES INC		PO BOX 239	WHITEWATER	WI	53190-0000
/WUP 00156D	HERITAGE APARTMENTS WHITEWATER		W9597 BREIDSAN HILLS DR	WHITEWATER	WI	53190-0000
/WUP 00158	DLK 242 NORTH TRATT LLC		PO BOX 239	WHITEWATER	WI	53190-0000
/WUP 00158A	DLK 252 NORTH TRATT LLC		P. O. BOX 239	WHITEWATER	WI	53190-0000
/WUP 00158B	DLK 258 NORTH TRATT LLC		PO BOX 239	WHITEWATER	WI	53190-0000
/WUP 00181	248 N PRINCE LLC		W9597 BREIDSAN HILLS DR	WHITEWATER	WI	53190-0000
/WUP 00181A	DLK ENTERPRISES INC		PO BOX 239	WHITEWATER	WI	53190-0000
/WUP 00182	STARIN PRINCE RENTALS LLC		W9597 BREIDSAN HILLS DR	WHITEWATER	WI	53190-0000
/WUP 00182A	DLK ENTERPRISES INC		PO BOX 239	WHITEWATER	WI	53190-0000
/WUP 00183A	WILLIAM W BORCHARDT		707 OAKHILL LN	FT ATKINSON	WI	53538-0000
/WUP 00183C	DLK ENTERPRISES INC		PO BOX 239	WHITEWATER	WI	53190-0000
/WUP 00183D	DLK ENTERPRISES INC		PO BOX 239	WHITEWATER	WI	53190-0000
/WUP 00183E	DLK ENTERPRISES INC		PO BOX 239	WHITEWATER	WI	53190-0000
/WUP 00183F	WHITEWATER DEVELOPMENT LLC		PO BOX 239	WHITEWATER	WI	53190-0000
/WUP 00183G	DLK ENTERPRISES INC		PO BOX 239	WHITEWATER	WI	53190-0000
/WUP 00183J	1041 STARIN LLC		N387 COLD SPRING RD	WHITEWATER	WI	53190-0000



Neighborhood Services Department
Planning, Zoning, GIS, Code Enforcement
and Building Inspections

www.whitewater-wi.gov
(262) 473-0143

CONDITIONAL USE PERMIT APPLICATION

Address of Property: 281 N. Tratt St.

Owner's Name: D.L.K. Enterprises, Inc.

Applicant's Name: D.L.K. Enterprises

Mailing Address: PO Box 239

Phone #: (262) 473-5523 Email: MIKE K. WIDAIKY@10CHET.COM

Legal Description (Name of Subdivision, Block and Lot of other Legal Descriptions): _____

Existing and Proposed Uses:

Current Use of Property: Single Family

Zoning District: R-3

Proposed Use: Duplex

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

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, type, orientation of all proposed outdoor lighting – both on poles and on buildings. Photometric plans may be required.
 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 /drainage plan of the proposed site.
 13. Waste disposal facilities: storage facilities for the storage of trash and waste materials.
 14. Outdoor storage, where permitted in the district: type, location, height of screening devices.
- **Four (4) full size, Twenty (20) 11x17, and 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.

STANDARD	APPLICANT'S EXPLANATION
A. 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.	Parking Increase would impact 290 N. Tratt St. parking lot, no additional impervious surfaces will be added, additional space provided across street w/in 100'
B. That utilities, access roads, parking, drainage, landscaping, and other necessary site improvements are being provided.	no increase of envelope size, using existing empty basement
C. That the conditional use conforms to all applicable regulations of the district in which it is located, unless otherwise specifically exempted by this ordinance.	Yes
D. That the conditional use conforms to the purpose and intent of the city Master Plan.	Yes

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

Applicant's Signature: 
 Printed: MICHAEL KACUEL

Date: 9.14.15

TO BE COMPLETED BY THE NEIGHBORHOOD SERVICES DEPARTMENT

- 1) Application was filed and the paid fee at least four weeks prior to the meeting. \$100.00 fee filed on 9-14-15. Received by: J. Wegner Receipt #: 6.012160
- 2) Application is reviewed by staff members.
- 2) Class 1 Notice published in Official Newspaper on 10-1-15.
- 3) Notices of the Public Hearing mailed to property owners on 9-28-15.
- 4) Plan Commission holds the PUBLIC HEARING on 10-12-15. Public comments may also be submitted in person or in writing to City Staff.
- 5) At the conclusion of the Public Hearing, the Plan Commission will make a decision.

ACTION TAKEN:

Condition Use Permit: Granted _____ Not Granted _____ By the Plan and Architectural Review Commission

CONDITIONS PLACED UPON PERMIT BY PLAN AND ARCHITECTURAL REVIEW COMMISSION:

Signature of Plan Commission Chairperson

Date

Tips for Minimizing Your 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 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 to 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.

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 Manager / City Planner. 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 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, 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 consultants 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 a 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.
7. 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.

Submit your application well in advance of the Plan and 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. 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 consultant staff 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.

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.

1. Preliminary plans may be submitted to City staff and/or 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 Manager/ City Planner 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 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.

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 Neighborhood Services Manager / City Planner 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 the 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. The City has a guide called "Tips for Minimizing Your Development Review Costs" with information on how the applicant can help control costs.

7

Type of Development Review Being Requested	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 to \$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 to \$2,000
When land use also requires a conditional use permit	\$1,600 to \$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	
To a standard (not PCD) zoning district	\$400 to \$2,000
To Planned Community Development zoning district, assuming complete GDP & SIP application submitted at same time	\$2,100 to \$12,000
Land Division	
Certified Survey Map	Up to \$300
Preliminary Subdivision Plat	\$1,500 to \$3,000
Final Plat (does not include any development agreement time)	\$500 to \$1,500
Annexation	\$200 to \$400

**Note: The City also retains a separate engineering consultant, who is typically involved in larger projects requiring stormwater 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 filled out by the Applicant/Property Owner -----

Name of Applicant: Michael Kacalec

Applicant's Mailing Address: PO Box 239
Whitewater, WI 53190

Applicant's Phone Number: 262-473-5523

Applicant's Email Address: MIKEKOWIDAKA@JOCNET.COM

Project Information:

Name/Description of Development: _____

Address of Development Site: 281 N. Tratt Street - 53190

Tax Key Number(s) of Site: _____

Property Owner Information (if different from applicant):

Name of Property Owner: D.L.K. Enterprises, Inc.

Property Owner's Mailing Address: PO Box 239
Whitewater, WI 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 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 Applicant (A+B)\$ _____
- D. 25% of Total Cost, Due at Time of Application.....\$ _____
- E. Project Likely to Incur Additional Engineering or Other Consultant Review Costs? < Yes < No

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 filled out 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

MICHAEL KACHEL
Printed Name of Applicant/Petitioner

9.14.15
Date of Signature

Signature of Property Owner (if different)

Printed Name of Property Owner (if different)

Date of Signature