



CITY OF WHITEWATER PLAN AND ARCHITECTURAL REVIEW
COMMISSION

Agenda

February 8, 2016

City of Whitewater Municipal Building

Community Room

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 January 11, 2016.
4.	Hold a public hearing for consideration of an amendment to the City of Whitewater Municipal Code: Chapter 9, specifically Section 9.18, addressing an amendment to allow for a permitted use for the keeping of bees in Whitewater residential areas.
5.	Hold a public hearing for consideration of a Conditional Use Permit for an awning sign with logo and letters larger than eight inches at 130 W. Center Street, in a B-2 (Community Business) Zoning District for Vanessa Wittnebel.
6.	Review Elevation Plan for the proposed cold storage building addition at 439 W. Whitewater Street for Home Lumber Company (Chris Hale).
7.	Hold a public hearing for consideration of a Conditional Use Permit for the conversion of a single family home into a duplex at 280 N. Tratt Street, in an R-3 (Multi-family Residence) Zoning District for DLK 280 N Tratt St (Michael Kachel).
8.	Hold a public hearing for a Conditional Use Permit to allow multi-family dwellings of more than four units (Municipal Code Chapter 19.21.030B) in order to build apartment buildings on Lot 44 of Waltons Pine Bluff Subdivision for Ed Kowalski.
9.	Zoning Ordinance Update.
10.	Information Items: a. Possible future agenda items. b. Next regular Plan Commission Meeting – March 14, 2016
11.	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

MEMORANDUM

To: City of Whitewater Plan and Architectural Review Commission

From: Christine Munz-Pritchard City Planner

Date: February 8th 2016

Re: **Item # 4 Review** proposed ordinance changes to section 9.18 addressing an amendment to allow for a permitted use for the keeping of bees in the City of Whitewater.

Requested:

Peter Underwood and Mary Jarosz are requesting a proposed ordinance change to section 9.18 addressing an amendment to allow for a permitted use for the keeping of bees in the City of Whitewater.

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Plan and Architectural Review Commission of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, will consider a change of the City of Whitewater Ordinance regulations, to enact the proposed amendments to the City of Whitewater Municipal Code: Chapter 9, specifically Section 9.18, addressing an amendment to allow for a permitted use for the keeping of bees in Whitewater residential areas.

The proposed ordinance changes are on file in the office of the City Clerk and the document is open to public inspection during office hours Monday through Friday, 8:00 a.m. to 5:00 p.m.

NOTICE IS FURTHER GIVEN that the Plan and Architectural Review Commission of the City of Whitewater will hold a public hearing at the Municipal Building Community Room, 312 W. Whitewater Street, Whitewater, WI, on Monday, February 8, 2016, at 6:30 p.m. to hear any person for or against said change.

Dated: January 12, 2016

Publish: January 21, 2016 and January 28, 2016 (two times)
in the Whitewater Register

Michele Smith, City Clerk
By Jane Wegner, Plan Commission Clerk

City of Whitewater
Application for Amendment to Zoning District or Ordinance

IDENTIFICATION AND INFORMATION ON APPLICANT(S):

Applicant's Name:	<i>Peter Underwood and Mary Jarosz</i>
Applicant's Address:	<i>1634 W Wildwood Rd, Whitewater WI 53190</i>
Phone #	<i>262-893-7742</i>

Owner of Site, according to current property tax records (as of the date of the application): <i>Not applicable - request for amendment to city-wide ordinance</i>	
Street address of property: <i>Not applicable</i>	
Legal Description (Name of Subdivision, Block and Lot or other Legal Description): <i>Not applicable</i>	
Agent or Representative assisting in the Application (Engineer, Architect, Attorney, etc.)	
Name of Individual:	<i>None</i>
Name of Firm:	
Office Address:	
	Phone:
Name of Contractor:	
Has either the applicant or the owner had any variances issued to them, on any property? <i>No</i>	
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:
<i>9.06.010 - Livestock</i>
Proposed Zoning District or Ordinance
<i>We propose an amendment to the current Livestock ordinance 9.06.010 to allow, with restrictions, the keeping of a small number of honey bee beehives (beekeeping) in Whitewater. Please see the attached draft ordinance for consideration of comprehensive regulations typical of model beekeeping ordinances. This draft ordinance for Whitewater was developed using city planning publications that describe model ordinance provisions along with information gleaned from other cities with permissive beekeeping ordinances (Madison, Milwaukee, Eau Claire, Green Bay, Wausau, Denver CO, amongst others). Our expertise in beekeeping was also utilized to create this draft ordinance that would suit Whitewater's needs.</i>
<i>There are many examples of communities, locally and across the nation, successfully implementing backyard beekeeping ordinances. It is well established that honey bees are a seriously threatened species and hobbyist beekeeping can help promote populations and genetic diversity of these critical pollinators. Besides pollinating local plants, providing honey and other products from the hive, beekeeping is a useful sustainability practice and fits with the notion of obtaining food locally.</i>
<i>All honey bees are docile insects that have been bred to be non-aggressive. It is unlikely, even when standing within a few feet of a beehive, to get stung. While it is possible to get stung by a honey bee, it is much more likely that individuals are stung by wasps, hornets, or yellow-jackets, which are much more aggressive stinging insects. Honey bees typically are not attracted to sweet liquids (such as soda) or to human food items so they do not cause problems for picnickers or outdoor eating as wasps</i>

and hornets do. Once honey bees leave their beehive to forage, they are particularly nonaggressive. Honey bees are also particularly nonaggressive when they swarm, which is a colony division activity, and not an aggressive activity. Honey bees can be attracted to neighbor water sources, but this can be mitigated by assuring that beekeepers provide a continuous water source for their bees. Africanized honey bees ("killer bees") are not found in Midwestern or northern states and do not seem to be able to tolerate colder climates, so it is unlikely they will ever be present or be able to survive in Wisconsin.

I, and others in Whitewater, have kept honey bees without nuisance complaints for many years. A local business (Casual Joes restaurant), the University of Wisconsin – Whitewater, and Whitewater High School also maintain honey bee colonies on their properties without incidents.

Zoning District in which property is located: *Not applicable*
 Section of City Zoning Ordinance that identifies the proposed land use in the Zoning District in which the property is located: *Not applicable*

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.

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.

STANDARDS

STANDARD	APPLICANT'S EXPLANATION
A. The proposed amendment for future structure, addition, alteration or use will meet the minimum standards of this title for the district being proposed;	<i>Backyard beekeeping ordinances often contain detailed wording on structural and set back requirements for beehives and this wording has been included in the attached draft ordinance. Beehives are small movable structures and building codes would not be applicable. Flyway barriers for beehives near a lot line noted in the draft ordinance would potentially need to meet existing fencing building code if a fence is used rather than vegetation for the flyway barrier.</i>
B. The proposed development will be consistent with the adopted city master plan;	<i>The integration of sustainability strategies is already a defined topic in Whitewater zoning updates. Keeping honey bees is first and foremost a sustainability practice and in line with the local food movement. Whitewater supports a growing farmers market and multiple community supported agriculture farms that distribute their shares in the city. Backyard beekeeping fits in well with these sustainability practices.</i>
C. The proposed development will be compatible with and preserve the important natural features of the site;	<i>Many cities and municipalities large and small have incorporated permissive beekeeping ordinances without subsequent problems.</i>
D. The proposed use will not create a nuisance for neighboring uses, or unduly reduce the values of an adjoining property;	<i>Honey bees have been bred over centuries to be docile and defensive rather than aggressive insects. There is only 1 species of honey bee that is kept in managed colonies for the production of honey and for pollination: The western honey bee - <i>Apis mellifera</i>. Wasps and hornets are much more aggressive species and are not kept in beekeeping equipment. Honey bees are found naturally in our environment, though there are fewer and fewer feral colonies in existence. Still, most people will not even be aware of a colony of bees that is living 25 feet from them. The major nuisance complaints regarding honey bees comes from 2 activities, honey bees seeking water sources and swarming. Honey bees, like all creatures, require water</i>

	<p><i>to survive. Honey bees will seek nearby water sources and can be attracted to chlorinated water. This makes it possible that bees will go to bird baths, pet water dishes, and swimming pools. Honey bees are not aggressive when away from the hive, but can sting if stepped on or aggravated. Beekeepers can mitigate potential nuisance of honey bees congregating at neighbor water sources by maintaining continuous supplies of water on their own property. The draft ordinance prepared for Whitewater stipulates that beekeepers must keep 2 sources of water for honey bees on their property. Swarming is a natural colony level reproductive process for honey bees. It can occur as a natural process approximately once per year per colony. During a swarm, about half the population of honey bees leave the colony to find a new home. This swarm group temporarily alights typically within 50 to 100 feet of the parent hive on any structure, typically the branch of a tree. This swarm of bees, while intimidating, is when honey bees are at their most docile state. They have no home or honey to protect and have recently engorged in honey prior to leaving the colony. Swarms will naturally leave this temporary landing spot to their newly identified home within 2 hours to 2 days. Typically the new home is inside a cavity in a tree. In most circumstances people, even near the hive, do not even notice this swarming behavior. This fascinating behavior cannot be prevented, but rarely causes anything more than alarm at seeing a large cloud of insects flying past an area. Beekeepers can easily collect these swarm clusters if they do temporarily land on a neighbor's property. The Whitewater Police Department maintains a list of beekeepers who will collect honey bee swarms.</i></p> <p><i>Cities across the nation have adopted backyard beekeeping ordinances without subsequent problems or reduction in property values. Urban agriculture has conversely been thought to enhance property values.</i></p>
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STANDARD	APPLICANT'S EXPLANATION
E. The proposed development will not create traffic circulation or parking problems;	<i>Not applicable</i>
F. 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;	<i>The draft backyard beekeeping ordinance attached addresses the issues of appropriate beehive structures, flyway barriers, and setbacks.</i>
G. 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;	<i>Not applicable</i>
H. The proposed structure, addition or alteration will not substantially reduce the availability of sunlight or solar access on adjoining properties.	<i>Flyway barriers may involve the installation of fencing on properties, but this fencing will be subject to existing fencing regulations and will not substantially reduce the availability of sunlight or solar access on adjoining properties due to height limits on fences (6 feet). Beehives themselves are small structures and would not impede sunlight or solar access.</i>

CONDITIONS

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

_____ Applicant's Signature

_____ Date

APPLICATION FEES:

Fee for Amendment to Zoning or Ordinance: \$200

Date Application Fee Received by City _____ Receipt No. _____

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: _____ Recommendation _____ Not Recommended by Plan & Architectural Review Commission.

CONDITIONS PLACED UPON PERMIT BY PLAN AND ARCHITECTURAL REVIEW COMMISSION:

_____ Signature of Plan Commission Chairman

_____ 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 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 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 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 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 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. 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. 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.

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 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 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 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. 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.

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 on Potential Additional Review Costs: 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 -----

Applicant's Information:

Name of Applicant:

Peter Underwood & Mary Jarosz

Applicant's Mailing Address:

1634 W Wildwood Rd
Whitewater WI 53190

Applicant's Phone Number:

262 893 7742

Applicant's Email Address:

peter@jrsweb.com

Project Information: amend ordinance to all keeping honey bees

Name/Description of Development:

N/A

Address of Development Site:

N/A City-wide

Tax Key Number(s) of Site:

N/A

Property Owner Information (if different from applicant):

Name of Property Owner:

N/A

Property Owner's Mailing Address:

N/A

Section B: Applicant/Property Owner Cost Obligations

----- To be filled out 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.

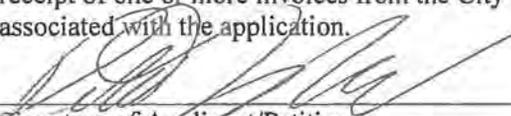
- A. Application Fee.....\$ _____
- B. Expected Planning Consultant Review Cost\$ _____
- C. Total Cost Expected of Applicant (A+B)\$ _____
- D. 25% of Total Cost, Due at Time of Application.....\$ _____
- E. Project Likely to Incur Additional Engineering or Other Consultant Review Costs? < Yes < No

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)

Peter Underwood

Printed Name of Applicant/Petitioner

Printed Name of Property Owner (if different)

1/14/15

Date of Signature

Date of Signature

ORDINANCE No. 9.18

AN ORDINANCE FOR BACKYARD BEEKEEPING

The Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, do ordain as follows:

SECTION I. Whitewater Municipal Code Chapter 9.18 is hereby created to read as follows:

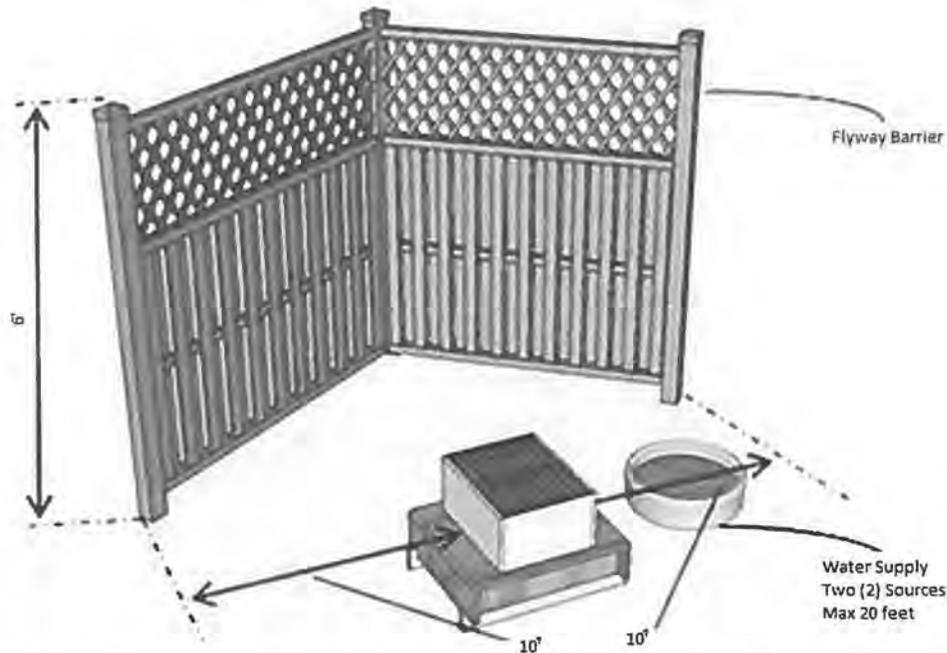
9.18.010	Purpose
9.18.020	Permit
9.18.030	Permit Renewal
9.18.040	Penalty

9.18.010 Purpose.

The following regulations will govern the keeping of honey bees and are designed to prevent nuisances and prevent conditions that are unsafe. No person shall keep honey bees unless the following regulations are followed:

- (1) Number. No more than 3 colonies of honey bees shall be allowed for each principal structure. There may be maintained on the same property, one additional nucleus colony in a hive structure not exceeding one standard 9 5/8 inch depth 10-frame hive body with no supers attached as required from time to time for management of splitting colonies or captured swarms. Each such nucleus colony shall be moved, disposed of, or combined with an authorized colony within 30 days after the date it is acquired. If the beekeeper serves the community by removing a swarm or swarms of honey bees from a locations where they are not desired at the request of a property owner or City of Whitewater employed staff, a beekeeper may maintain these swarm colonies on their property and not be considered in violation of the portion of this ordinance limiting the number of colonies while temporarily housing the swarm for no more than 30 days after the date the swarm is acquired.
- (2) Setbacks. Beehives shall be kept at least twenty-five (25) feet from any principal structure other than the owner's principal structure. Beehives shall not be located within five (5) feet of a side-yard or rear-yard lot line. Beehive entrances shall face away from the property line of the residential lot closest to the beehive. Beehives shall not be located in the front yard.
- (3) Enclosure. Honey bees must be maintained in beehives with removable combs for inspection purposes. Both langstroth and top bar beehives are acceptable structures. The beehive structures must be maintained in good repair.
- (4) Flyway barrier. For any beehive placed within thirty (30) feet of a developed public or private property line, as measured from the nearest point of any hive to the property line, a six-foot (6) tall flyway barrier must be constructed and must extend at least ten (10) feet on either side of the nearest beehive. The flyway barrier is defined as a solid or closely slatted fence (no more than three (3) inches between slats), wall, dense line of vegetation, or combination thereof. The purpose of the flyway barrier is to raise the flight path of bees leaving the beehive, thereby limiting their interactions with nearby residents. The requirement will be waived, however, if the beehive is placed on an elevated porch, balcony, or roof top that is at least ten (10) feet off the ground and at least ten (10) feet from the property line and at least twenty-five (25) feet

from any adjacent dwelling or occupied structure. The flyway barrier shall still be required for an elevated porch, balcony, or roof top if the adjacent property has a similar elevated porch, balcony, or roof top.



- (5) **Water sources.** Because the most common nuisance complaint of urban honey bees is bees congregating at nearby water sources such as bird baths, pet water bowls, and pools, beekeepers must maintain two (2) water sources on their property and each water source shall be continually filled with water when the bees are active outside the hive (water source may cease in the winter months). At least one of the two (2) water sources shall be placed within twenty (20) feet of the beehives. Suggested water sources would include a bird bath that is regularly filled with water and/or a chicken waterer – each filled with stones to allow bees to perch near the water.
- (6) Beekeepers shall ensure that no empty beehives, bee comb, or other materials that might encourage robbing are left upon the property. Upon their removal from the hive, all such materials shall promptly be disposed of in a sealed container or placed within a building or other bee-proof enclosure. No open feeding of honey bees is allowed.

9.18.020 Permit.

A permit shall be required to keep honey bees in the City of Whitewater. An application for a permit must contain the following items:

- (1) The name, phone number, and address of the applicant.
- (2) The location of the subject property.
- (3) A proposal containing the following information.
 - (A) A description of beehives and required flyway barriers, providing dimensions and the precise location of beehives and flyway barrier in relation to property lines and adjacent properties.
 - (B) The application fee charge for the permit shall be ten dollars. There shall be no charge for renewal of the permit.

- (4) If the applicant proposes to keep honey bees in the yard of a rented dwelling, the applicant must present a signed statement from the owner of the dwelling consenting to the applicant's proposal for keeping honey bees on the premises.

9.18.030 Permit Renewal.

Permits will be granted on an annual basis (unless this section is repealed). If the permittee follows the terms of the section, the permit will be presumptively renewed (unless this section is repealed) and the applicant may continue to keep honey bees under the terms and conditions of the initial permit. The city neighborhood services director may refuse to renew or may revoke the permit at any time, (after giving the permittee fifteen (15) days' notice of the basis for the revocation or nonrenewal and an opportunity to be heard on the issue) if the permittee does not follow the terms of this section, or if the neighborhood services director finds that the permit holder has not maintained beehives or provided the required two (2) water sources that are continuously containing water. If the honey bee ordinance is repealed, no party shall have the right to keep honey bees based on a nonconforming use status obtained under this section.

9.18.040 Penalty.

Any person who violates any of the provisions of this chapter shall, upon conviction thereof, be subject to a penalty of not less than fifty dollars or more than one hundred dollars for the first offense; and for the second offense within year, shall be subject to a penalty of not less than one hundred (\$100.00) dollars or more than two hundred (\$200.00) dollars; and for a third and subsequent offenses within one (1) year not less than two hundred (\$200.00) dollars or more than three hundred (\$300.00) dollars, together with the costs of prosecution.

(Ord. No. . § 1,)

Backyard Beekeeping Ordinances

In Wisconsin and Beyond

(examples, not a comprehensive list)

- Madison – permissive (6 colonies)
- Milwaukee – permissive (2 colonies)
- Eau Claire – permissive (2 colonies and up depending on lot size)
- Appleton – per zoning district (5 colonies in public institutional district, 3/acre for urban farm)
- Green Bay – permissive (\$10 permit)
- Wausau – permissive (2 colonies)
- Whitewater – not mentioned in municipal code
- Fort Atkinson – not mentioned in municipal code
- Lacrosse – not mentioned in municipal code
- Janesville – not mentioned in municipal code
- Monroe – not mentioned in municipal code
- Fort Atkinson – not mentioned in municipal code
- Jefferson – not mentioned in municipal code
- Elkhorn – not mentioned in municipal code
- Edgerton – not mentioned in municipal code
- Stevens Point – not mentioned in municipal code
- Lake Geneva – not mentioned in municipal code
- Sun Prairie – bees not allowed

Examples of Cities with Permissive Beekeeping Ordinances or Prominent Sites

- Edgerton, WI – Edgerton Hospital maintains honey bees on its campus gardens to aid in healthful food production
- Whitewater, WI – At least 3 organizations/businesses currently maintain beehives within city limits, the University of Wisconsin – Whitewater, the Whitewater High School, and a local restaurant. Many local residents also have backyard beehives. An ordinance amendment application has been filed to allow backyard beekeeping.
- Minneapolis, MN – honey bees kept on the roof of City Municipal Building
- Washington, DC – honey bees kept at White House, 17 beehives kept at Capital Hill's Congressional Cemetery ("Rest in Bees" branded honey)
- Chicago, IL – honey bees kept on O'Hare Airport grounds and Palmer House Hilton Rooftop
- New York, NY – over 1,000 beekeepers, many with rooftop beehives
- Dallas, TX – rooftop hives at Fairmont Hotel and several restaurants
- San Francisco, CA
- Seattle, WA
- Denver, CO
- San Diego, CA
- Portland, OR



Bee-ing a Good Neighbor



Good-neighbor beekeeping practices and your City Ordinance requirements

1. Review the local city ordinance on keeping honeybees for details not covered in this document
 - ⌘ Beekeeping is allowed in our community, but requires a permit and certain restrictions to minimize the potential for nuisance issues and to promote good beekeeping practices
 - ⌘ Your permit application requires a one-time administrative fee and must include a site plan (see attached example permit application and site plan)
 - ⌘ Although beekeeping is allowed by local ordinance, if ordinance requirements are not being followed, the City may require you to remove the beehives from your property

2. Although not required by the ordinance, it is a good practice to inform your neighbors of your intent to raise honeybees
 - ⌘ You can alleviate fears by educating your neighbors of the docile nature of honey bees and the benefits of having honey bees in the neighborhood
 - ⌘ Describe the difference between honey bees and the more aggressive wasps and hornets
 - ⌘ Honey bees will perform pollination of vegetables, flowers, trees, and bushes
 - ⌘ Find out if any neighbors have serious allergies to bee stings. Be respectful and place your beehive further away from allergic neighbor's property lines
 - ⌘ Encourage neighborhood children and your own children to wear shoes around your beehive and blooming plants in your lawn
 - ⌘ Discuss bee swarm behavior, so neighbors understand that swarms may be cast from your hive and that they should not be alarmed, but should inform you if they see a swarm or swarm cluster
 - ⌘ Have neighbors notify you if they plan on pesticide applications
 - ⌘ SHARE your honey crop with your neighbors
 - ⌘ Get them involved if they appear interested – invite them over for a colony inspection

3. Be discreet about the placement of your beehives
 - ⌘ Consider a rooftop if possible, out of the way of human activity
 - ⌘ Place beehive behind a garden shed, hedge, or fence
 - ⌘ City Ordinance requires that your beehives be placed in your back yard only and no closer than 5 feet from your property line. Entrances must face away from adjacent neighbor lot lines.
 - ⌘ For beehives within 30 feet of a lot line you must establish a 6-foot tall flyway barrier that extends 10 feet on either side of the nearest beehive. The flyway barrier can be a solid or closely slatted fence, wall, dense line of vegetation, or combination thereof. The purpose of the flyway barrier is to raise the flight path of bees leaving the beehive, thereby limiting their interactions with nearby residents. (see example diagram below)
 - ⌘ Honey bees must be maintained in beehives with removable combs for inspection purposes. Both langstroth and top bar beehives are acceptable structures. The beehive structures must be maintained in good repair.

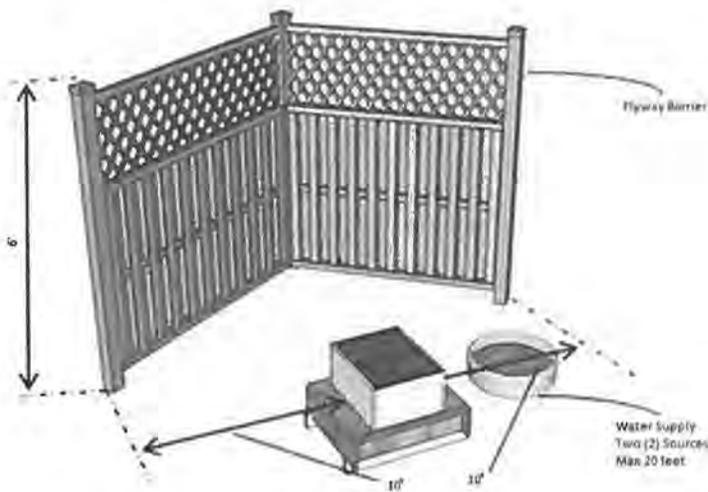


Diagram noting flyway barrier requirements. Flyway barrier must extend 10 feet to each side of the nearest beehive if beehive is within 30 feet of a property line. Also note 2 water sources are required to be continually filled with water except during winter months

4. Provide water sources for your bees to keep them out of neighbor's pool, bird baths, pet watering bowls and water spigots
 - ⌘ Because the most common nuisance complaint of urban honey bees is bees congregating at nearby water sources, City Ordinance requires that you maintain 2 water sources on your property (1 within 20 feet of beehives) and each water source shall be continually filled with water when the bees are active outside the hive (water source may cease in the winter months).
 - ⌘ Suggested water sources would include a bird bath that is regularly filled with water and/or a chicken waterer – each filled with stones to allow bees to perch near the water.

5. Minimize the potential for robbing behavior
 - ⌘ Beekeepers are required to ensure that no empty beehives, bee comb, or other materials that might encourage robbing are left upon the property
 - ⌘ All such materials shall promptly be disposed of in a sealed container or placed within a building or other bee-proof enclosure
 - ⌘ No open feeding of honey bees is allowed

6. Learn to work your beehives at appropriate times
 - ⌘ Sunny days between 10 a.m. and 3 p.m., when most of the field bees are foraging, is an excellent time to examine your hives
 - ⌘ Avoid working your bees when there is threatening or inclement weather
 - ⌘ Respect your neighbors and DON'T work on your colonies when neighbors have activities going on in their yard.

7. Promote the benefit of urban beekeeping
 - ⌘ Backyard gardens often lack sufficient number of pollinators
 - ⌘ Some of the best honey can be produced in city areas without the harmful pressure of chemical sprays often used in heavily farmed areas
 - ⌘ Cities often have an abundance of nectar sources such as basswood, black locust, and maple trees

**Example Backyard Beekeeping Permit
Application & Example Site Plan**

Name: _____

Applicant Address: _____

City: _____

State: _____

Zip code: _____

Rental Property: Yes or No

(If yes, property owner's signature required)

Property owner Signature: _____ Date: _____

Requirements:

1. A \$10.00 application fee

2. Site Plan (Please draw dimensions, note number of intended beehives, site location, water sources, and flyway barriers)

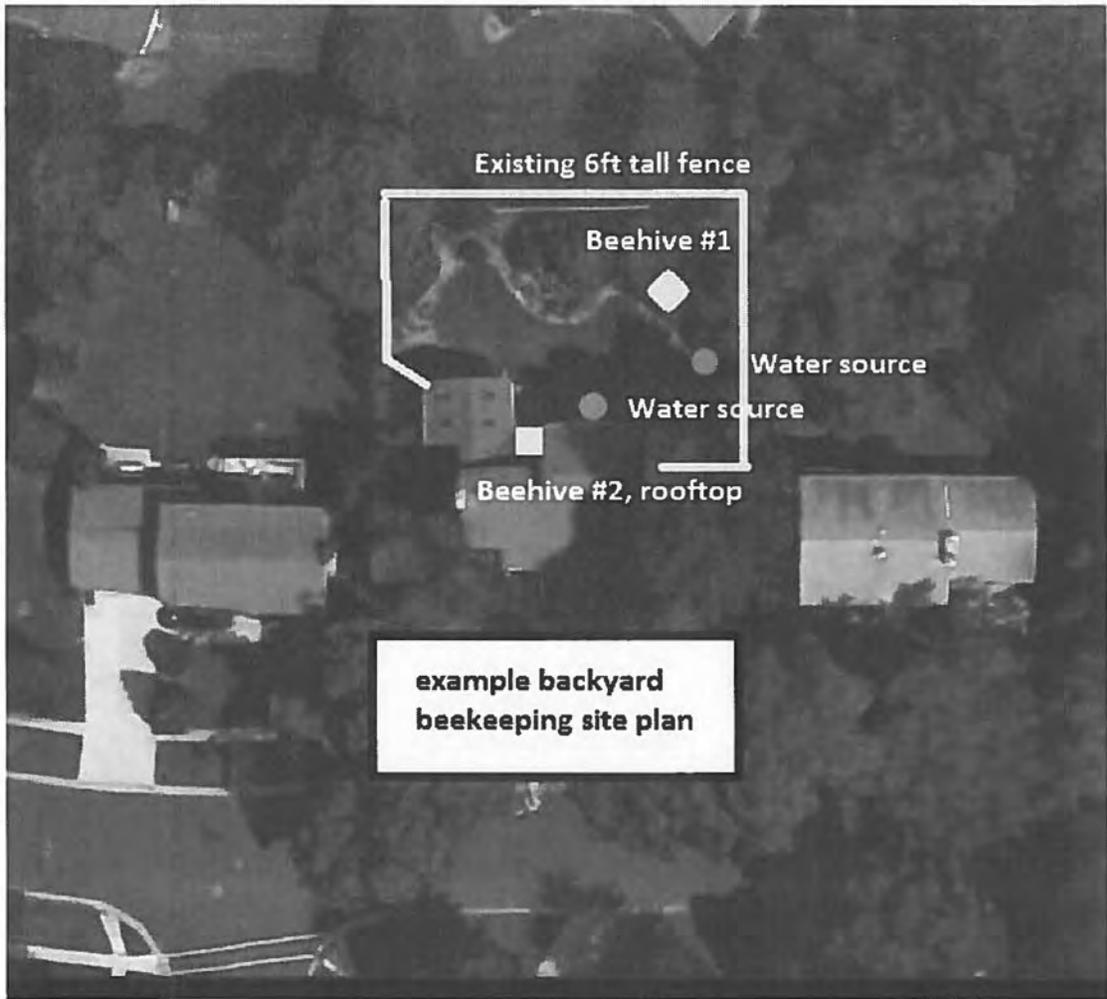
Please see attached site plan

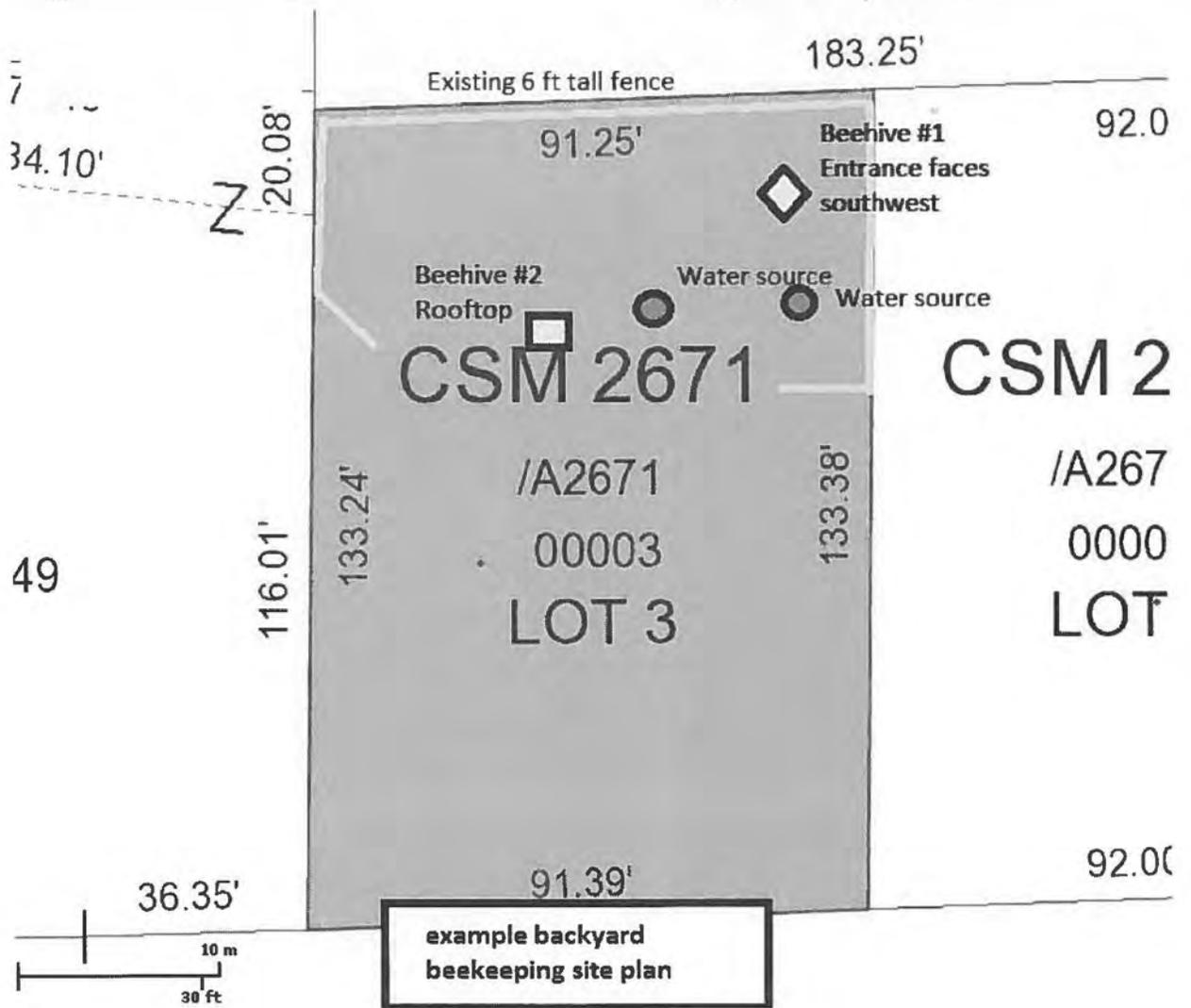
- *2-3 langstroth beehives are intended with 1 of these being a rooftop hive (currently 2 beehives)*
- *All beehives will be in the backyard no closer than 5 feet to the lot line. The backyard is entirely enclosed by an existing 6 foot tall fence along with dense vegetation as a flyway barrier*
- *2 sources of water include a chicken waterer and a bird bath*

Neighborhood Services Director approval: Yes No

Date _____ Signature _____

Date issued: _____ License Number: _____ Fee Paid: Yes No





Beehive #1:



Beehive #2 Rooftop (exit of observation hive maintained indoors):



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: February 8th 2016

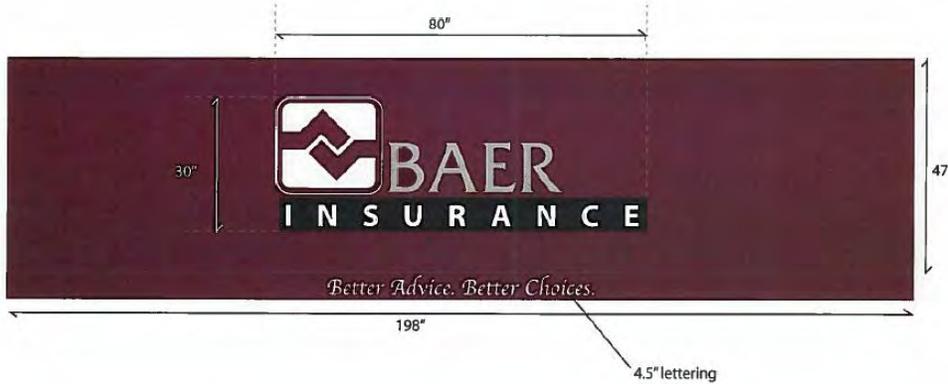
Re: **Item # 5** Proposed Conditional Use Permit for an awning sign with logo and letters larger than eight inches per 19.54.020 C 8 at 130 W Center Street in a B-2 (Community Business zoning District) for Vanessa Wittnebel.

Summary of Request		
Requested Approvals:	Awning sign with 12 inch lettering	
Location:	130 W Center 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	

Requested:

Northrop Awning is manufacturing and installing an awning and door graphic at 130 West Center Street at Baer Insurance.

The Conditional Use Permit (CUP) is required per 19.54.020 C 8, which states: *Script/logo height shall be limited to eight (8) inches, except that a greater script/logo 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 logo.

Analysis of Proposed Conditional Use Permit for: 130 West Center Street

Conditional Use Permit Review Standards per Section 19.66.050:

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.

TaxKey	Owner1	Owner2	Address1	City	State	Zip
/OT 00009	MARY E KETTERHAGEN	KETTERHAGEN TRUST	1631 PEARSON CT	WHITEWATER	WI	53190-0000
/OT 00013	CITY OF WHITEWATER		312 W WHITEWATER ST	WHITEWATER	WI	53190-0000
/OT 00013A	LAND & WATER INVESTMENTS LLC		503 CENTER ST	LAKE GENEVA	WI	53147-0000
/OT 00014	FIRST & MAIN OF WHITEWATER LLC		599 S FRANKLIN ST	WHITEWATER	WI	53190-0000
/OT 00017	HICKS SURVIVORS TRUST		N7934 HWY 89	WHITEWATER	WI	53190-0000
/OT 00018	KJN DEVELOPMENT LLC		W316N622 HEATHER HILL	DELAFIELD	WI	53018-0000
/OT 00019	KJN DEVELOPMENT LLC		W316N622 HEATHER HILL	DELAFIELD	WI	53018-0000
/OT 00020	TERRENCE L STRITZEL		W5524 TRI COUNTY RD.	WHITEWATER	WI	53190-0000
/OT 00021	DAVID E SAALSAA		184 W MAIN ST #3	WHITEWATER	WI	53190-0000
/OT 00022	RODERICK O DALEE	MARY M DALEE	PO BOX 660	WHITEWATER	WI	53190-0000
/OT 00026	ROBERT A SWEET		N7598 LARRY'S RD	WHITEWATER	WI	53190-0000
/OT 00027	LIVING WORD FELLOWSHIP OF WHITEWATER INC		212 W MAIN ST	WHITEWATER	WI	53190-0000
/OT 00053	FIRST CITIZENS STATE BANK		207 W MAIN ST	WHITEWATER	WI	53190-0000
/OT 00053A	FIRST CITIZENS STATE BANK		207 W MAIN ST	WHITEWATER	WI	53190-0000
/OT 00054	FIRST CITIZENS STATE BANK		207 W MAIN ST	WHITEWATER	WI	53190-0000
/OT 00055	FIRST CITIZENS STATE BANK		207 W MAIN ST	WHITEWATER	WI	53190-0000
/OT 00055A	FIRST CITIZENS STATE BANK BUILDING CORPORATION		PO	WHITEWATER	WI	53190-0000
/OT 00056	FIRST CITIZENS STATE BANK		207 W MAIN ST	WHITEWATER	WI	53190-0000
/OT 00059	FIRST CITIZENS STATE BANK OF WHITEWATER	TAX DEPT	MC2408 200 E RANDOLPH DR	CHICAGO	IL	60607-0000
/OT 00060	FIRST CITIZENS STATE BANK		207 W MAIN ST	WHITEWATER	WI	53190-0000
/OT 00061	FIRST CITIZENS STATE BANK		PO BOX 177	WHITEWATER	WI	53190-0000
/OT 00062	DONALD E LIGGETT TRUST		PO BOX 223061	PRINCEVILLE	HI	96722-0000
/OT 00065	TRIPLE J PROPERTIES LLC		543 A J ALLEN CIR STE E 2	WALES	WI	53183-0000
/OT 00067	DIANE L TRAMPE		138 CENTER ST	WHITEWATER	WI	53190-0000
/OT 00068	FIRE STATION 1 LLC		138 W CENTER ST	WHITEWATER	WI	53190-0000
/OT 00069	CHERYL A BRESNAHAN	MICHAEL J BRESNAHAN JR	117 S SECOND ST	WHITEWATER	WI	53190-0000
/OT 00070	BLGL LLC		1691 MOUND VIEW PL	WHITEWATER	WI	53190-0000
/OT 00071	TRIPLE J PROPERTIES LLC		543 A J ALLEN CIR STE E 2	WALES	WI	53183-0000
/OT 00072	JORGE ISLAS MARTINEZ		565 S FRANKLIN ST	WHITEWATER	WI	53190-0000
/OT 00073	KJN DEVELOPMENT LLC		W316N622 HEATHER HILL	DELAFIELD	WI	53018-0000
/OT 00074	MARK O BERGEY	JEAN BERGEY	173 W MAIN ST	WHITEWATER	WI	53190-0000
/OT 00075	DLK ENTERPRISES INC		PO BOX 239	WHITEWATER	WI	53190-0000
/OT 00077	TRIPLE J PROPERTIES LLC		543 A J ALLEN CIR STE E 2	WALES	WI	53183-0000
/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 STE E 2	WALES	WI	53183-0000
/OT 00082	TRIPLE J PROPERTIES LLC		543 A J ALLEN CIR STE E 2	WALES	WI	53183-0000
/OT 00083	TRIPLE J PROPERTIES LLC		543 A J ALLEN CIR STE E 2	WALES	WI	53183-0000
/OT 00084	BULLDOG INVESTMENTS LLC		109 S FIRST ST	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		543 A J ALLEN CIR STE E 2	WALES	WI	53183-0000
/OT 00139	TRIPLE J PROPERTIES LLC		543 A J ALLEN CIR STE E 2	WALES	WI	53183-0000
/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		S95 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
/OT 00170	US OF AMERICA	WHITEWATER POST OFFICE	213 W CENTER ST	WHITEWATER	WI	53190-0000
/OT 00171	KELLY LAW BUILDING LLC		205 W CENTER ST	WHITEWATER	WI	53190-0000
/OT 00172	ROBERT R ARDELT		203 W CENTER ST	WHITEWATER	WI	53190-0000
/OT 00173	RODRIGUEZ PROPERTIES II LLC		N9707 N MCCORD RD	WHITEWATER	WI	53190-0000
/OT 00173A	CENTER STREET RENTALS LLC		W9597 BREIDSAN DR	WHITEWATER	WI	53190-0000
/OT 00173B	RODRIGUEZ PROPERTIES II LLC		N9707 N MCCORD RD	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
	VANESSA WITTNEBEL		411 S PEARL ST	JANESVILLE	WI	53548-0000



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: 130 W. Center St., Whitewater, WI 53190

Owner's Name: Keith Kaetterhenry

Applicant's Name: Vanessa Wittnebel

Mailing Address: 411 S. Pearl St., Janesville, WI 53548

Phone #: 608-754-7158 Email: vanessa@northropawning.com

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

Existing and Proposed Uses:

Current Use of Property: Insurance Company

Zoning District: B-2

Proposed Use: Insurance Company

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.	This Conditional use will not create a nuisance. The awning is an established use, requiring a CUP for a logo that will be larger than the eight inch limit.
B. That utilities, access roads, parking, drainage, landscaping, and other necessary site improvements are being provided.	The awning will not affect the infrastructure in the area.
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.	The proposed awning conforms to this district. The awning is an established use, requiring a CUP for a logo that will be larger than the eight inch limit.
D. That the conditional use conforms to the purpose and intent of the city Master Plan.	Yes the proposed awning 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: 12/13/15

Printed: Vanessa Wittnebel

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 12/15. Received by: JWegner Receipt #: 6-012344
- 2) Application is reviewed by staff members.
- 2) Class 1 Notice published in Official Newspaper on 1-28-16.
- 3) Notices of the Public Hearing mailed to property owners on 1-26-16.
- 4) Plan Commission holds the PUBLIC HEARING on 2-8-16. 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

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
Vanessa Wittnebel

Printed Name of Applicant/Petitioner

Signature of Property Owner (if different)
Mike Kachel

Printed Name of Property Owner (if different)

Date of Signature

Date of Signature

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.

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.

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

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

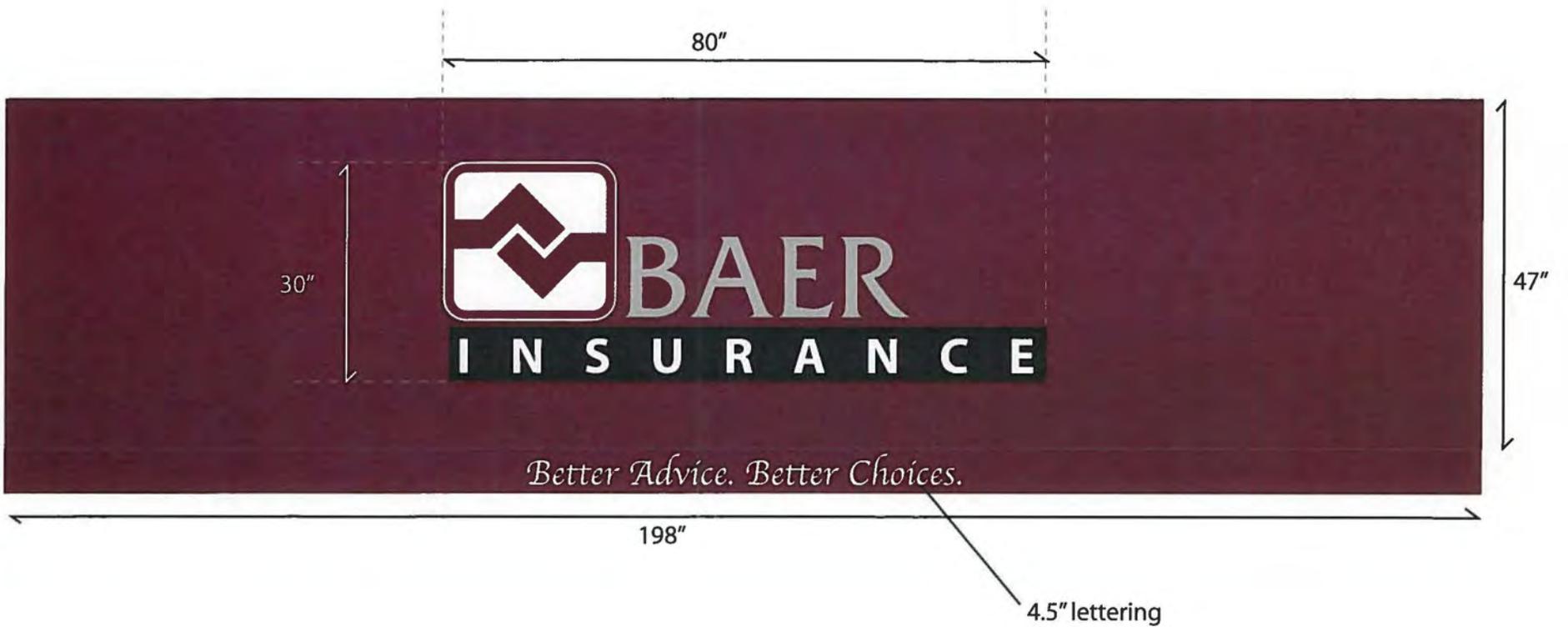
If you are planning on submitting an application for development review, one of the first things you should do is have a discussion with the City's Neighborhood Services Department. This can be accomplished either by dropping by the Neighborhood Services Department counter at City Hall, or by making 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.



Customer	Baer Insurance	 <p>NORTHROP Awning Company</p> <p>411 South Pearl Street, Janesville, Wisconsin 608.754.7158 (fax) 608.754.7890</p>
Location	Whitewater, WI	
Project	Awning Graphics Dimensions	
Date	12-23-15	



Customer Baer Insurance
 Location Whitewater, WI
 Project Building/awning dimensions
 Date 12-21-15

NORTHROP
Awning Company 1890

411 South Pearl Street, Janesville, Wisconsin
 608.754.7158 (fax) 608.754.7890

130

Please call to
make an appointment
(262) 458-2467
Thank You!

Customer Baer Insurance

Location Whitewater, WI

Project Door Graphics

Date 12-7-15

NORTHROP

Awning Company

1890

411 South Pearl Street, Janesville, Wisconsin
608.754.7158 (fax) 608.754.7890

NORTHRUP
Awning Company
 411 South Pearl Street
 Janesville, Wisconsin 53548
 608-754-7158 608-754-7890 (fax)

Date: 11-27-15

Name: Baer Insurance Services
 Mailing Address: 130 W. Center St.
 Whitewater, WI 53190
 Local Address: Same
 Phone: 262-458-2467
 Alternate Phone:
 Email: peggys@baerinsurance.com kimberlyb@baerinsurance.com

Product: Awning/window graphics
 Material Color: Burgundy woven acrylic (canvas)
 Awning Style: Shed-shaped
 Frame Type: welded alum Frame Color: mill
 Valance Type: Fixed Hanging None
 Mount Type: Clipped Open Decorative
 Valance Size: 6" Sealing: yes
 Binding Band: tbd

Following is an estimate to fabricate and install one store-front awning and window graphics at the above business.

The awning will be shed-shaped and will measure approx. 16' 6" wide x 30" drop (includes a 6-8" hanging valance) x 36" projection.

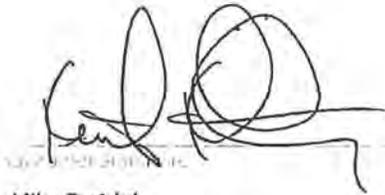
The frame will be fabricated from welded one inch square aluminum tubing with a mill finish. The cover will be burgundy woven acrylic awning material.

Graphics included will be the address on the valance "130 W. Center St." in white 3" lettering.

Graphics: Baer logo on face/valance of awning measuring approx. 50 - 70" wide.

Adhesive window graphics in either version. General lettering will be 3-4" tall, smaller lettering will be 2-3" tall. Graphics will be one color with the Baer logo mark in a second color.

Item	Price
Awning	
Baer Logo	
Window graphics	
Sub Total	
Tax	
Total	
Amount	
Balance due	


 Mike Freidel
 Signature

12/21/15
 Date

**MAKE C
 NORTHRUP**
 Balance due

The above sale is made under the following terms and conditions: It is agreed that the sale of this merchandise cannot be cancelled by the buyer for any reason cost up to the time of cancellation which must be made in writing and delivered to seller. Seller cannot be held responsible for problems caused by pre-existing delivery or installation is contingent upon supply availability. Seller cannot be held responsible for delay due to supply availability. Payment in full shall be due above merchandise or work. 1.5% interest will be charged per month on balances over 30 days. The seller shall take any and all measures necessary, including to insure payment. The buyer shall be responsible for any cost incurred, including court costs and attorney's fees, needed to collect payment in full. The buyer receipt of Right to Cure brochure and warranty information.

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: February 8th 2016
 Re: **Item # 6** Proposed a Conditional Use Permit for the addition on to an existing warehouse at 439 W Whitewater Street for Home Lumber Co. Inc. (Chris Hale) Postponed for more information from the January 11th 2016 meeting.

Summary of Request	
Requested Approvals:	Addition to a existing Building
Location:	439 W Whitewater Street
Current Land Use:	Cold Storage
Proposed Land Use:	Proposed building addition
Current Zoning:	B-3
Proposed Zoning:	No change.
Comprehensive Plan's Future Land Use:	Community Business

Description of the Proposal:

This is a proposed Conditional Use Permit (CUP) for the addition to an existing warehouse. The building sits on the corner of West Whitewater Street and South Tripp Street at address 439 W Whitewater Street.

The CUP will address two requirements:

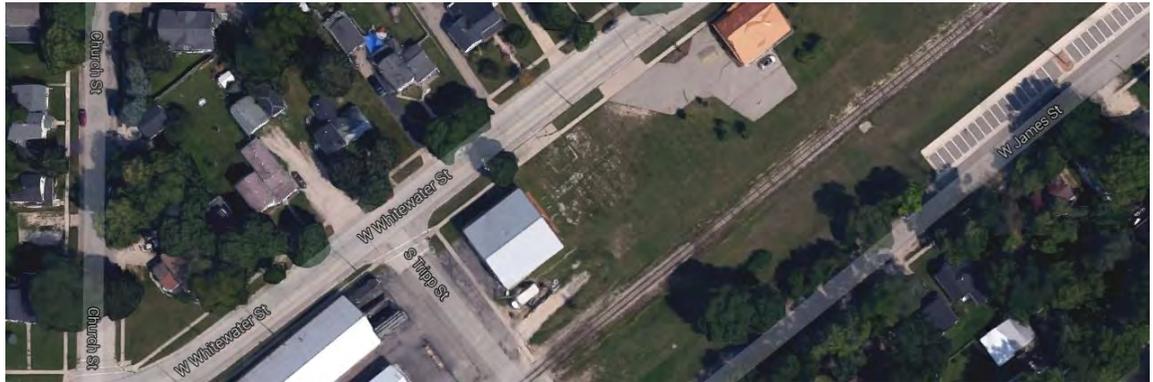
1. 19.33.050.C Yard Requirements: rear yard setback to any railroad right-of-way shall be fifteen (15) feet under a conditional use.
2. 19.33.030. N: Warehousing. Though it should be noted as a permitted use (19.33.020 D) lumberyard is listing and a warehouse is something that would be associated with this type of activity.

The proposed building addition will add 7,144 square feet on to the existing building of 3,639 square feet leaving a total of 10,783 square feet. A proposed loading dock and receiving area in addition to the building addition is being proposed. A CSM is being proposed to meet some setback requirements.

PLANNER'S RECOMMENDATIONS:

I recommend the Commission grant *conditional approval* for the requested to allow for a Conditional Use Permit (CUP) at 439 W Whitewater Street (Home Lumber Co. Inc.) subject to the following conditions of approval:

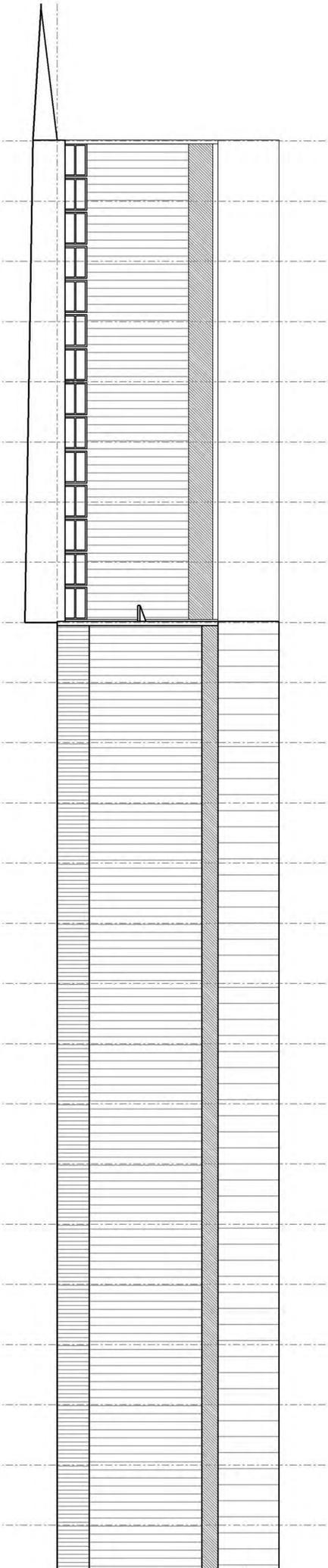
1. Flooding historically is an issue in this area. During the building permit process engineering should be developed for the additional runoff. Due to the engineering that will need to be approved I have asked that all landscaping plans be reviewed after engineering approval.
2. There has been an agreement with the City for loading trucks off of Tripp Street. A written agreement should be developed between the City and Home Lumber Co. to make the agreement more clear.
3. Landscaping will be required for the property. The Urban Forestry Committee will make recommendation based on the landscaping plans.
 - a. A tree must be planted for each 35 feet along the street right of way. The trees are to act as a landscaped buffer along West Whitewater Street.
4. New loading area need to be concreted or asphalt finish.
5. Any other conditions identified by the Plan Commission.



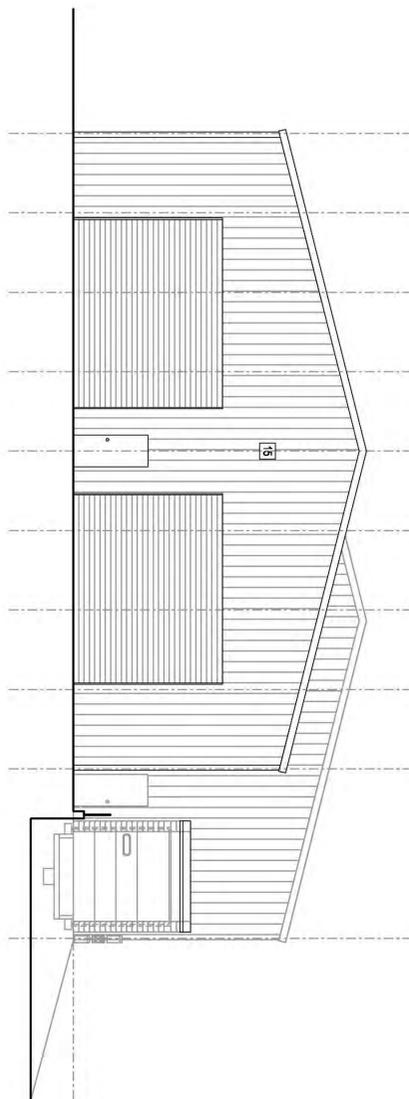
SUGGESTED FINDINGS TO BE MADE BY THE PLAN COMMISSION

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:

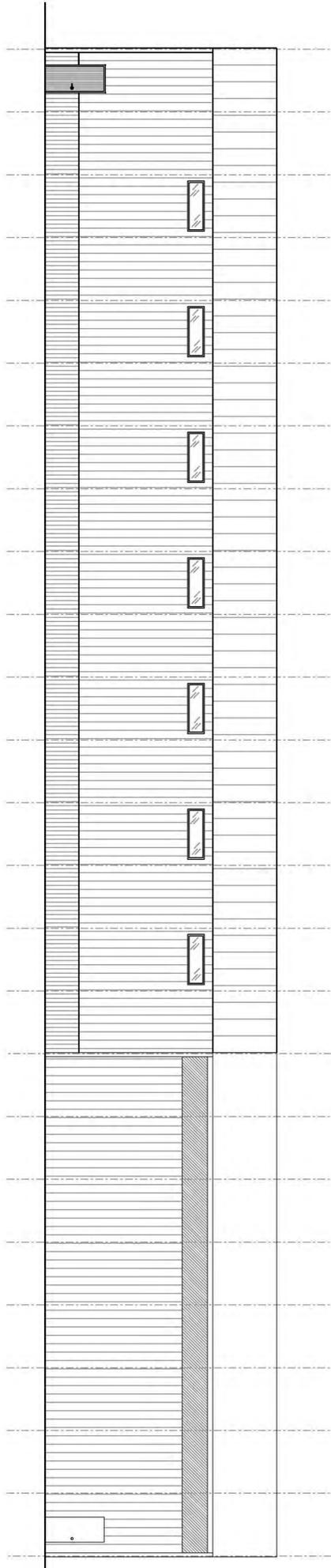
Analysis of Proposed Conditional Use Permit for: 439 W Whitewater Street		
<i>Conditional Use Permit Review Standards per Section 19.66.050:</i>		
STANDARD	EVALUATION	COMMENTS
1. The establishment, maintenance, or operation of the conditional use will not create a nuisance for neighboring uses or substantially reduce the values of property.	Yes	This is an existing use.
2. Adequate utilities, access roads, parking, drainage, landscaping, and other necessary site improvements are being provided.	Yes	This could help with truck loading in this area.
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	This should not be an issued due to the CSM that is being reviewed.
4. The conditional use conforms to the purpose and intent of the city master (comprehensive) plan.	Yes	The Comprehensive Plan recommends the site for Community Business.
5. The conditional use and structures are consistent with sound planning and zoning principles.	Yes	This is a building addition on an already existing use.



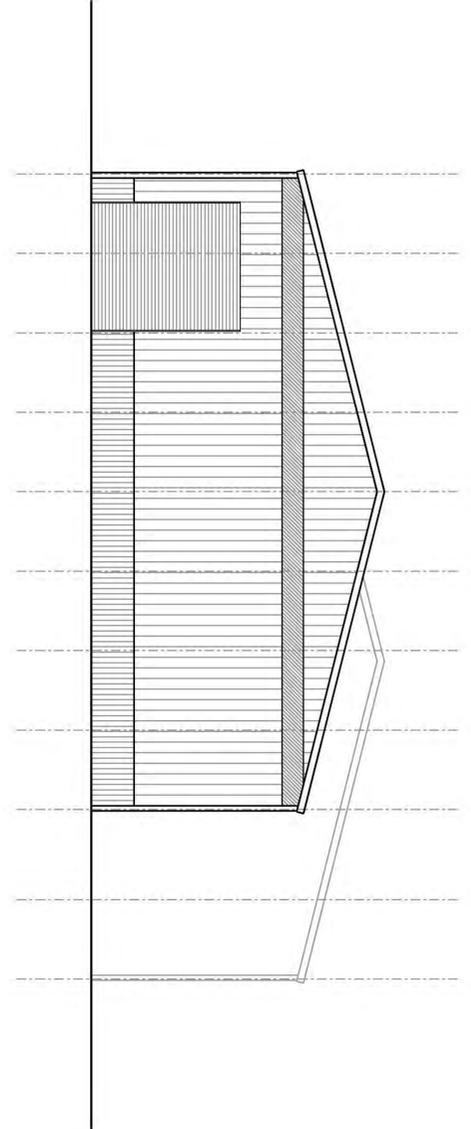
01 SOUTH ELEVATION
SCALE: 1/8"=1'-0"
4'-0"
13'-11 1/4"
2'-0"
7'-7 1/8"
4" METAL PANEL W/INSULATION
METAL WALL PANEL
CORNER TRIM
2" SCHED 40" PANEL CLIPSTON
SCREEN DOWN METAL ROOFING



02 WEST ELEVATION
SCALE: 1/8"=1'-0"



03 NORTH ELEVATION
SCALE: 1/8"=1'-0"



04 EAST ELEVATION
SCALE: 1/8"=1'-0"

PRELIMINARY - NOT FOR CONSTRUCTION

Due to electronic distribution, this drawing may not be printed to the scale indicated on the drawings. Do NOT use scale to determine dimensions or sizes.

Due to electronic distribution, this drawing may not be printed to the scale indicated on the drawings. Do NOT use scale to determine dimensions or sizes.

A401

PROJECT NUMBER	58260
APPROVED BY	JLH
REVIEWED BY	BTW
DRAWN BY	BTW
DATE	1/22/2016 3:23:27 PM

UNHEATED
WAREHOUSE ADDITION
HOME LUMBER CO. INC.
WHITEWATER, WISCONSIN



Angus Young
Architecture
Engineering
Interior Design
Balance in Creativity
555 South River Street, Janesville, WI 53548-4783
Ph: 608.756.2326 Fx: 608.756.0464
www.angusyoung.com

ISSUANCES	REVISIONS

M E M O R A N D U M

To: City of Whitewater Plan and Architectural Review Commission
 From: Chris Munz-Pritchard City Planner
 Date: February 8th 2016
 Re: **Item # 7** Proposed conversion of a single family home into a duplex per Section 19.21.030(H) at 280 North Tratt Street (/WUP 00158C) 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:	280 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 .3146 acres or approximately 13,703.976 square feet.

PLANNER'S RECOMMENDATIONS:

I recommend the Plan and Architectural Review Commission grant *conditional approval* for the requested modification to the building exterior 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. Currently there is parking over the north lot line. Easement must be established for this parking.
3. Easements for all utilities on the lot need to be established.
4. Changes on building plans:
 - a. Property lines need to be labeled.
 - b. Page A0001 is missing walls to show there the changes are being made.
 - c. Page A002 is missing walls, access point and shows a phantom half bathroom.
 - d. Page A102 is labeled upper floor plan however it is showing egress window.
 - e. The existing square footage and addition square footage is showing conflicting numbers on page C101
 - f. Plans show this as .28 Acres however the GIS Walworth County web pages shows the lot at .3146 Acres.
 - g. The plans show no east lot line. In addition it is missing the north and east building setback lines.
 - h. A portion of the building elevation is missing on page A401.
 - i. Assign letters to the units and attach these to the rooms. An example: bedroom #5 unit B, bathroom unit B, living/dining unit B.
5. Approval by Engineering, Building Inspector, Fire Inspector and other City departments.
6. 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) 473-4540

NOTICE OF PUBLIC HEARING

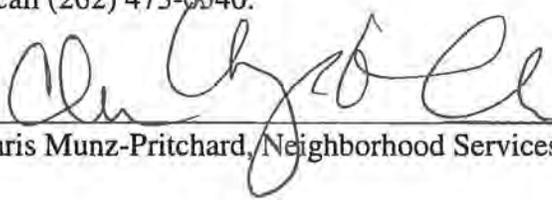
TO ALL INTERESTED PARTIES:

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 February 2016 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 280 N. Tratt Street, in an R-3 (Multi-family Residence) Zoning District for DLK 280 N Tratt St (Michael Kachel).

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
/A118600001	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 00150E	DLK ENTERPRISES INC		PO BOX 239	WHITEWATER	WI	53190-0000
/WUP 00156	CLG WHITEWATER LLC	SUSQUEHANNA SILVERADO II LLC	1321 ARMAGH LA	SUN PRAIRIE	WI	53590-0000
/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 00181A	DLK ENTERPRISES INC		PO BOX 239	WHITEWATER	WI	53190-0000
/WUP 00183A	WILLIAM W BORCHARDT		1747 HILDEBRANDT ST	STOUGHTON	WI	53589-0000
/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: 280 N. Traff St
Owner's Name: DLK 280 N. Traff St
Applicant's Name: MICHAEL KACHEL
Mailing Address: 144 N. Traff St. 53190
Phone #: 262-473-5523 Email: MIKE.KOWIDAIKY@IDCNET.COM
Legal Description (Name of Subdivision, Block and Lot of other Legal Descriptions):
WVP 00156A

Existing and Proposed Uses:

Current Use of Property: Single family Home
Zoning District: R-3
Proposed Use: Two family home

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.

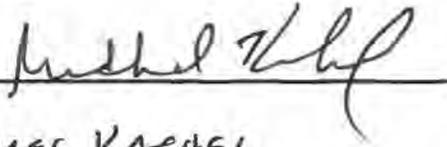
****Four (4) full size, Twenty (20) 11x17, and 1 Electronic Copy (include color where possible) site plan copies, drawn to scale and dimensioned.**

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.	Current single family Home is Directly Surrounded to the north, West, South + East By Two family Homes.
B. That utilities, access roads, parking, drainage, landscaping, and other necessary site improvements are being provided.	NO parking lot changes will be Made, current parking facility is LARGE enough
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.	Surely

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

Applicant's Signature: 

Date: 12.14.15

Printed: MICHAEL KAEDSEL

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 12-14-15. Received by: JWegner Receipt #: 6,012289
- 2) Application is reviewed by staff members.
- 2) Class 1 Notice published in Official Newspaper on 1-28-16.
- 3) Notices of the Public Hearing mailed to property owners on 1-26-16.
- 4) Plan Commission holds the PUBLIC HEARING on 2-8-16. 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.

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: DLK Enterprises

Applicant's Mailing Address: 144 N. Tratt St
Whitewater, WI 53190

Applicant's Phone Number: 262-473-5523

Applicant's Email Address: MIKE K. WIDAIKY@IDCNET.COM

Project Information:

Name/Description of Development: _____

Address of Development Site: 280 N. Tratt St.

Tax Key Number(s) of Site: WUP 00156A

Property Owner Information (if different from applicant):

Name of Property Owner: _____

Property Owner's Mailing Address: _____

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 Kachee
 Printed Name of Applicant/Petitioner
 12/14/15
 Date of Signature

 Signature of Property Owner (if different)

 Printed Name of Property Owner (if different)

 Date of Signature

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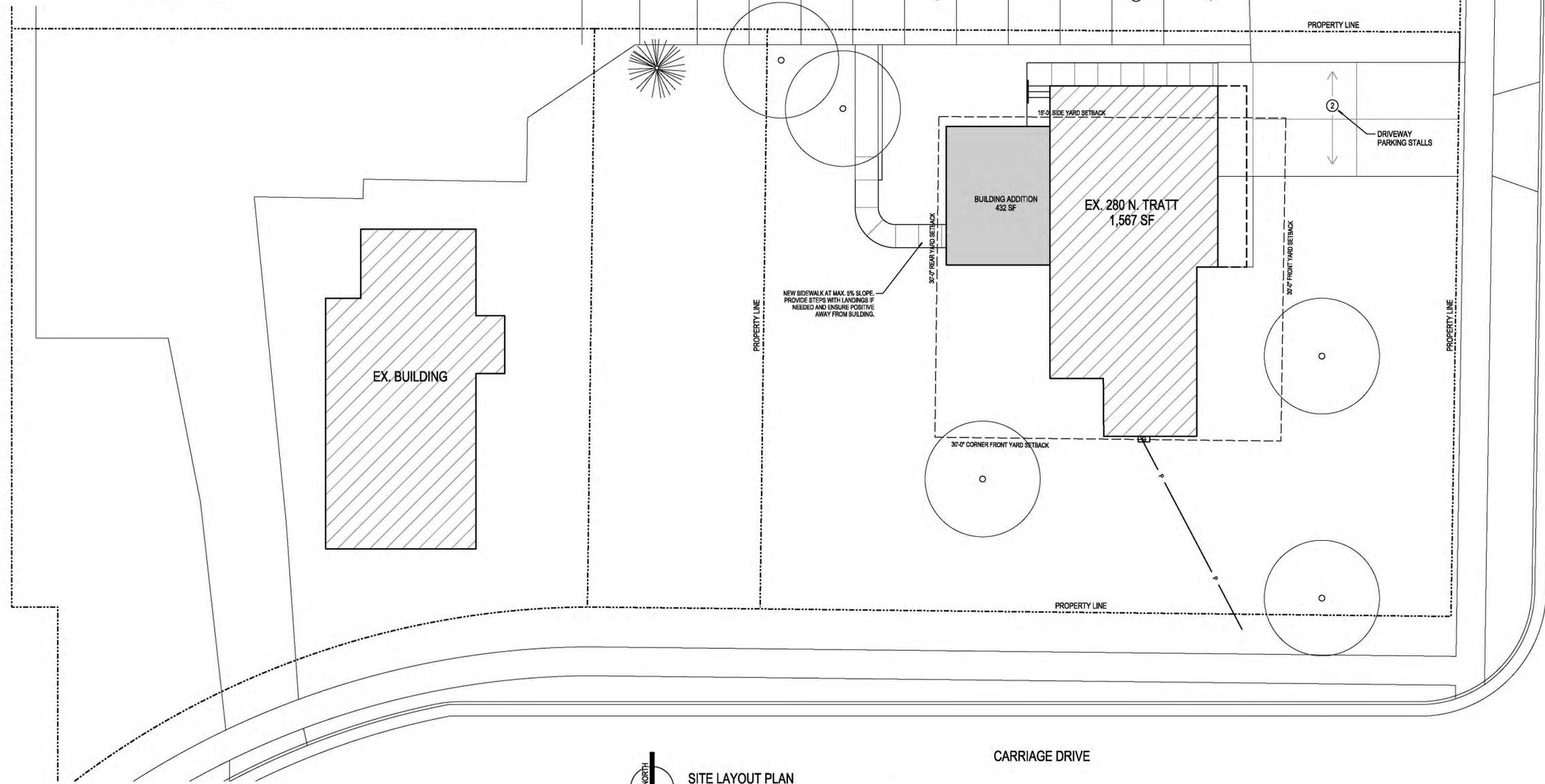
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DLK - 280 N. TRATT - SITE CALCULATIONS			
Total Existing Property (Not including ROW)	12,090 sf	0.28 ac	
Zoning District:	R-3 Multifamily Residence, in R-3A Overlay		
Setbacks:	30'-0"	Street Yard 1st Floor	
	15'-0"	Side Yard	
	30'-0"	Rear Yard	
Max. Building Height	45' or 4 Stories		
Usable Open Space per Dwelling Unit, outside of setbacks and driveways	350 sf per Unit = 700 sf	Provided = 2,283 sf	
Min. Lot Area for 2-Family:	9,600 sf		
Use:	Conditional Use - Conversion of Existing Structure Resulting in more dwelling units		

Existing Site:			
Existing Building	1,884 sf	0.04 ac	
Existing Pavement	1,290 sf	0.03 ac	
Total Existing Impervious	3,174 sf	0.07 ac	26%
Remainder Greenspace	8,916 sf	0.20 ac	74%

Proposed Site:			
Existing Building with Addition	1,999 sf	0.05 ac	
Existing & New Pavement	1,460 sf	0.03 ac	
Total Existing Impervious	3,459 sf	0.08 ac	29%
Remainder Greenspace	8,631 sf	0.20 ac	71%

LOT COVERAGE CALCULATIONS - 280 TRATT ST.					
Provide a minimum parcel size of 3,500 sf for 3-bedroom units, plus an additional 300 sf for each bedroom over 3.					
	# of Units	Req. Lot Area per Unit	Total (sf)	# Stalls Required (3 stalls per unit, or 65% per bedroom)	
5-Bedroom	2	4,100 sf	8,200 sf	7	required
Minimum Lot Area Required		9,600 sf		8	provided



SITE LAYOUT PLAN
 SCALE: 1"=10'-0"
 NORTH



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 FAX A LOCATE 1-800-338-3860
 TDD (HEARING IMPAIRED) 1-800-542-2289
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280 TRATT STREET DUPLEX
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 WHITEWATER, WISCONSIN

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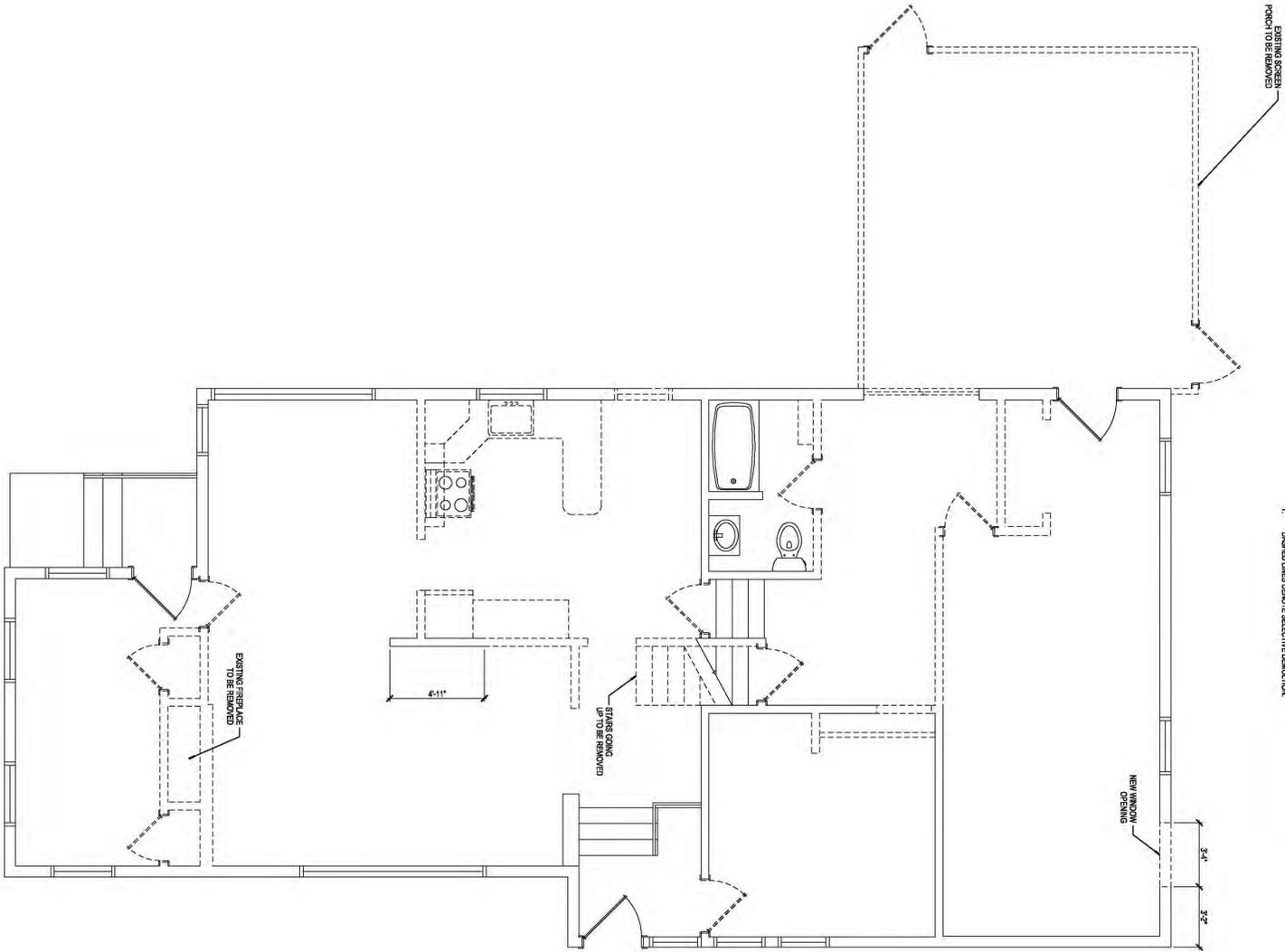
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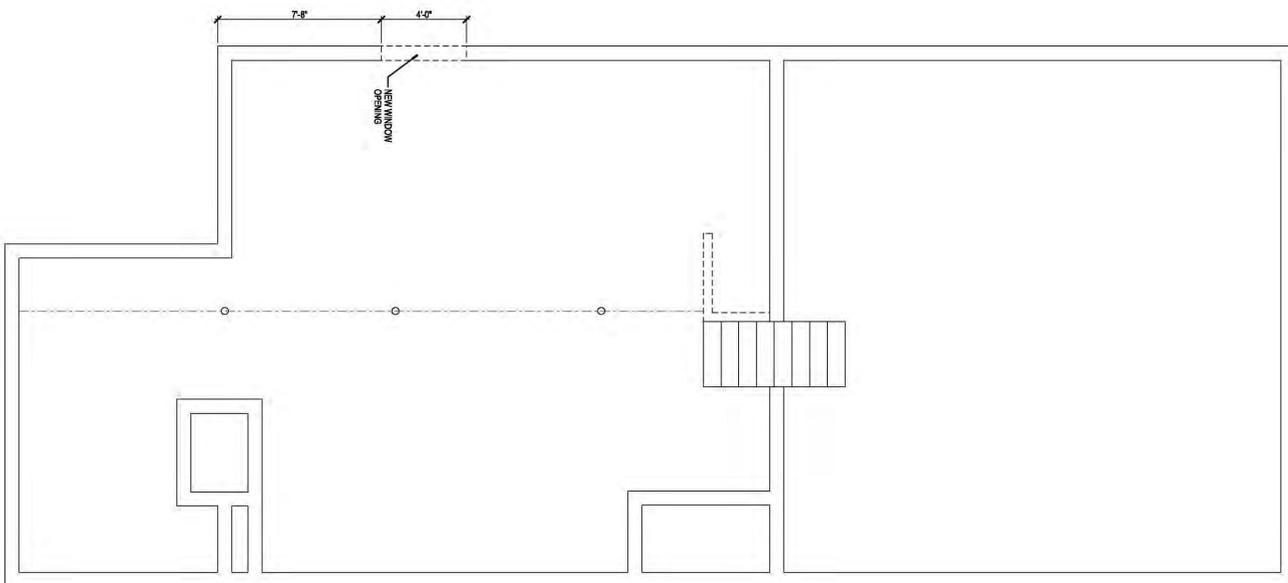
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NORTH
GROUND LEVEL DEMOLITION FLOOR PLAN
SCALE: 1/4"=1'-0"



GENERAL NOTES
1. DASHED LINES INDICATE SELECTIVE DEMOLITION.

NORTH
BASEMENT LEVEL DEMOLITION FLOOR PLAN
SCALE: 1/4"=1'-0"



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1. DASHED LINES INDICATE SELECTIVE DEMOLITION.

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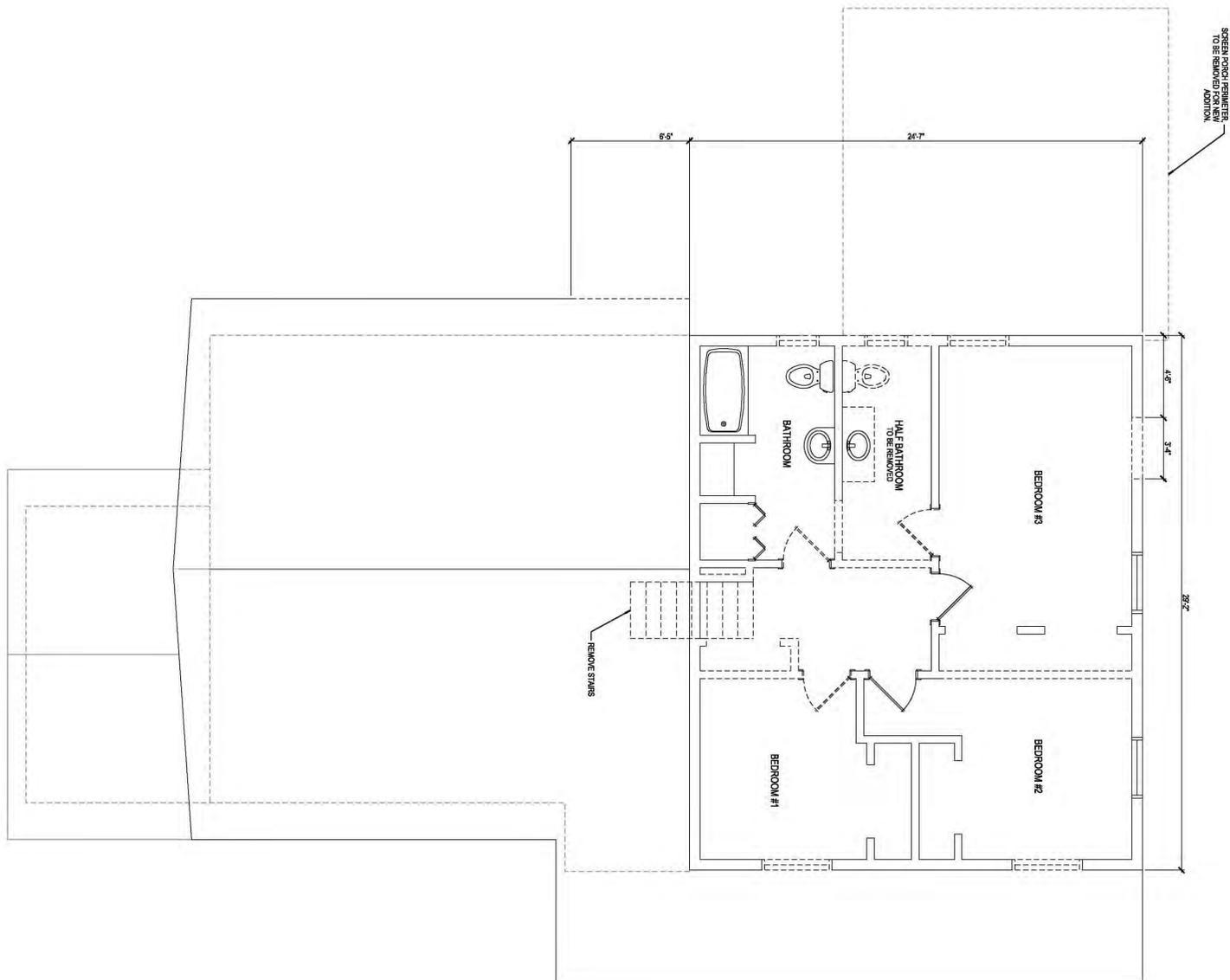
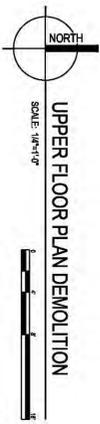
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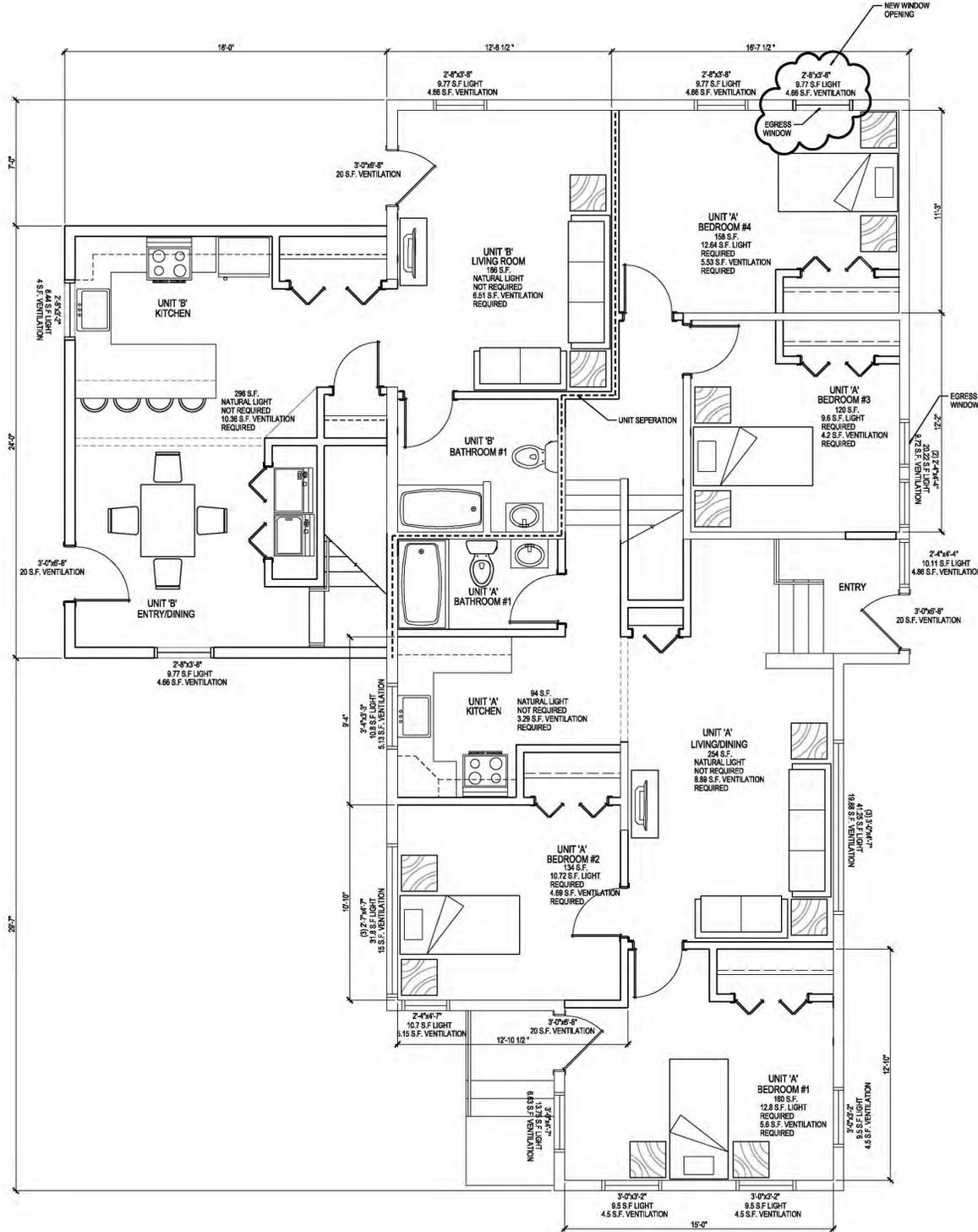
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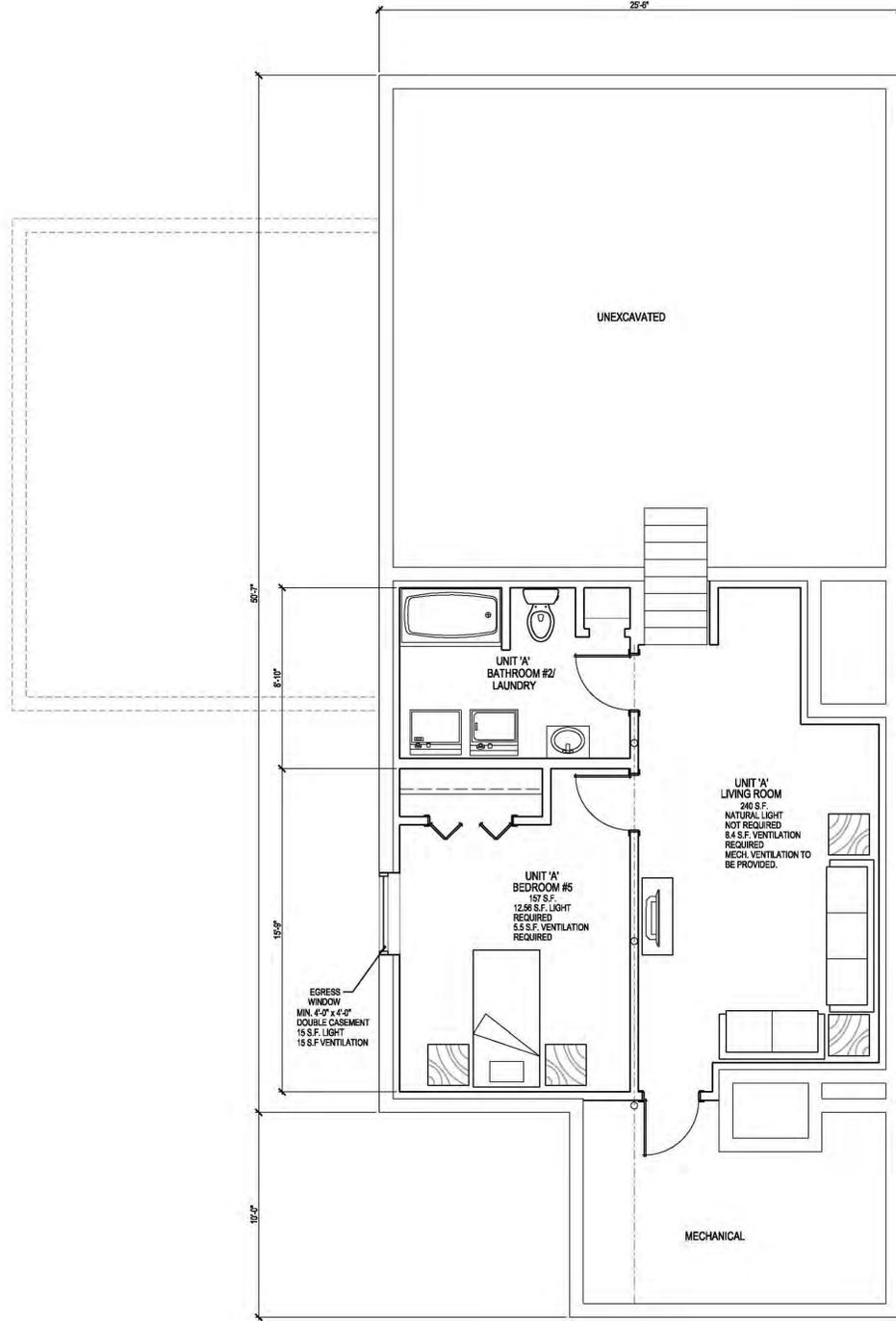
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GROUND LEVEL FLOOR PLAN
 SCALE: 1/4"=1'-0"

GENERAL NOTES

- DWELLING UNITS SHALL BE SEPERATED FROM EACH OTHER, FROM COMMON USE AREAS, FROM SHARED ATTICS, AND FROM EXIT ACCESS CORRIDORS.
- WALLS IN THE DWELLING UNIT SEPERATION SHALL BE PROTECTED BY BY NOT LESS THAN ONE LAYER OF 1/2" GYPSUM WALLBOARD OR EQUIVALENT ON EACH SIDE OF THE WALL WITH TAPED AND SEALED JOINTS PER COMM 21.085 SUB. (1) (a) 2.
- FLOORS AND CEILINGS: A FIRE PROTECTIVE MEMBRANE OF ONE LAYER OF 5/8" TYPE X GYPSUM BOARD WITH JOINTS IN COMPLIANCE WITH COMM 21.085 SUB. (1) (a) 2, SHALL BE PROVIDED ON THE CEILING BENEATH THE FLOOR CONSTRUCTION THAT PROVIDES THE SEPERATION.



BASEMENT LEVEL FLOOR PLAN
 SCALE: 1/4"=1'-0"

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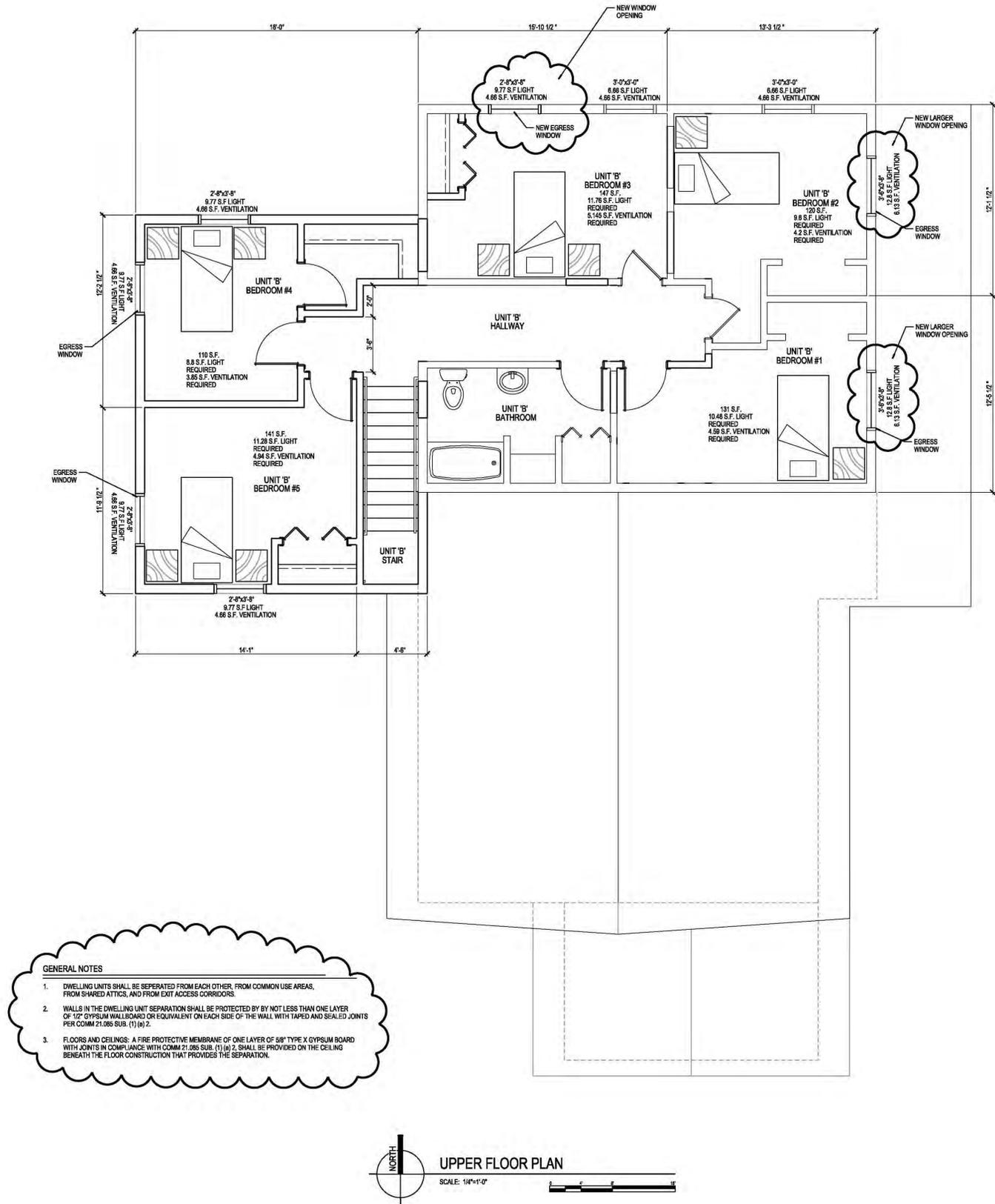
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A101



UPPER FLOOR PLAN
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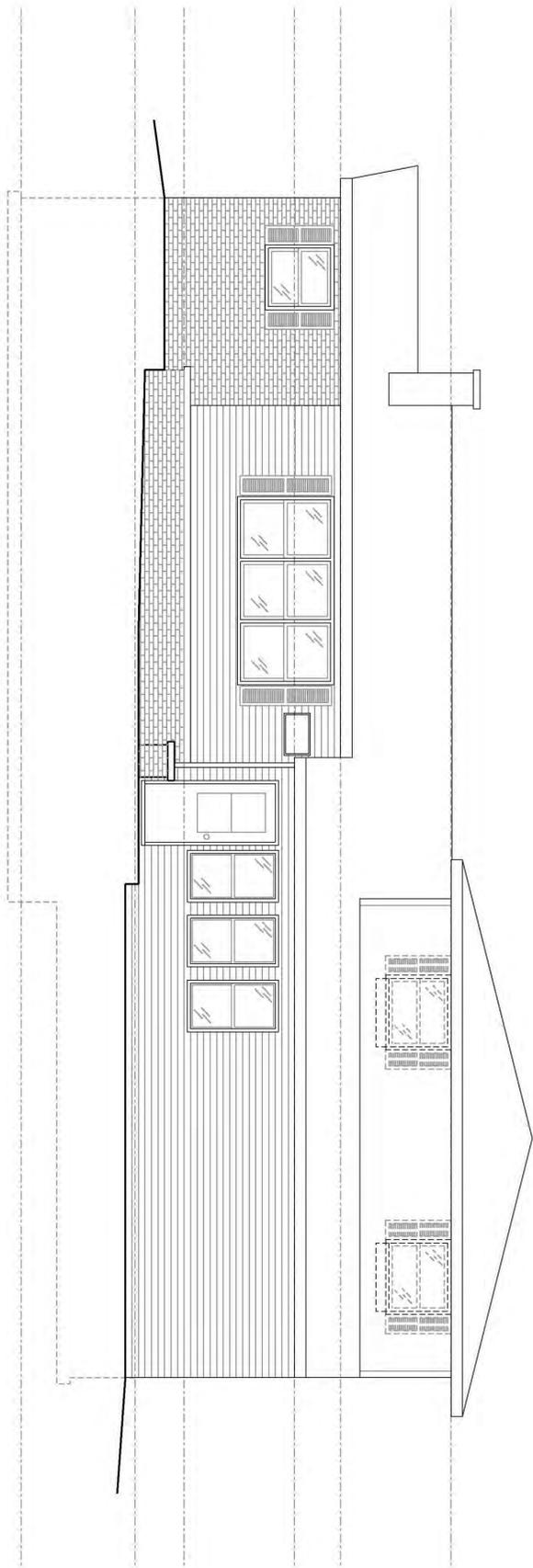
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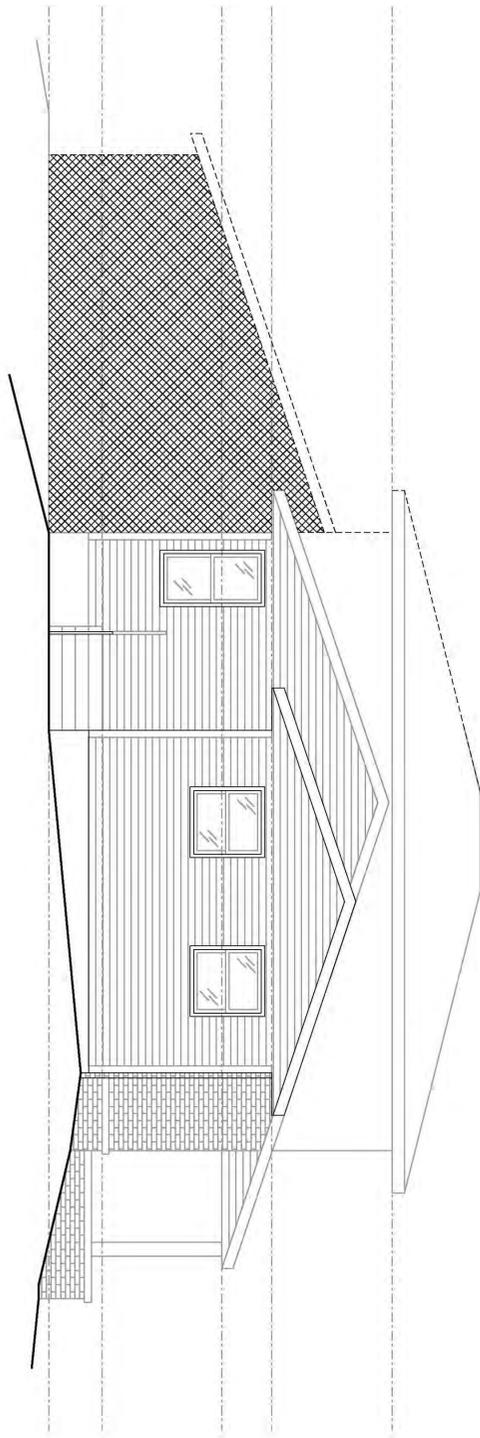
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05
A400

EAST ELEVATION
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SOUTH ELEVATION
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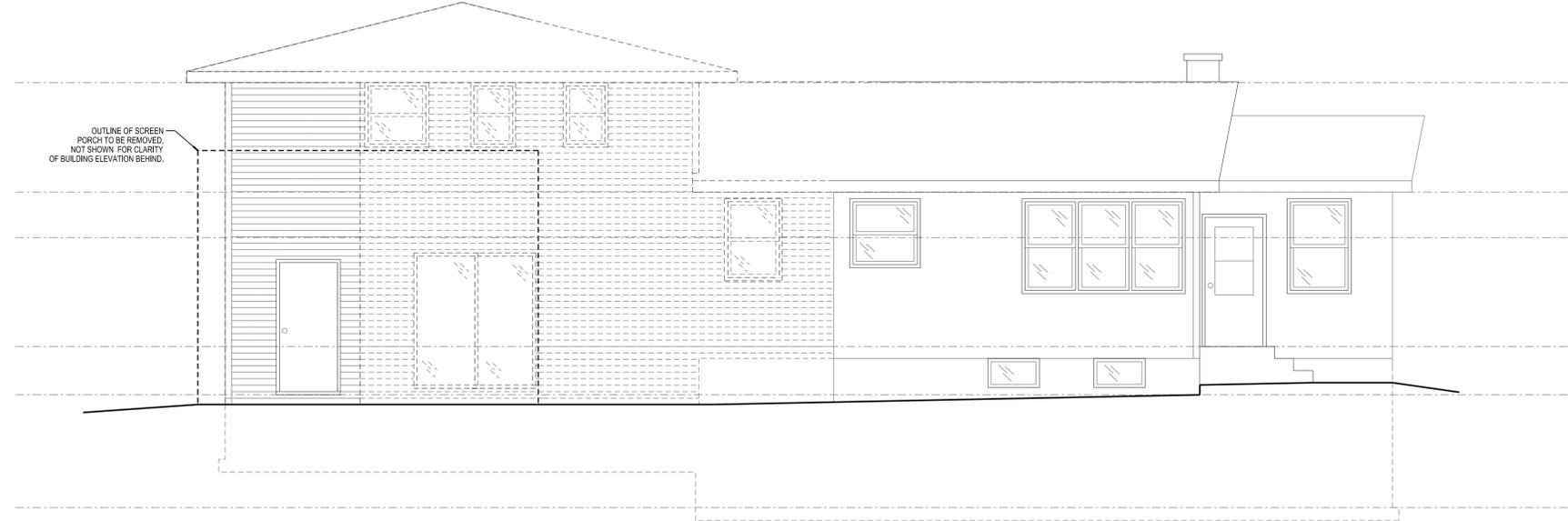
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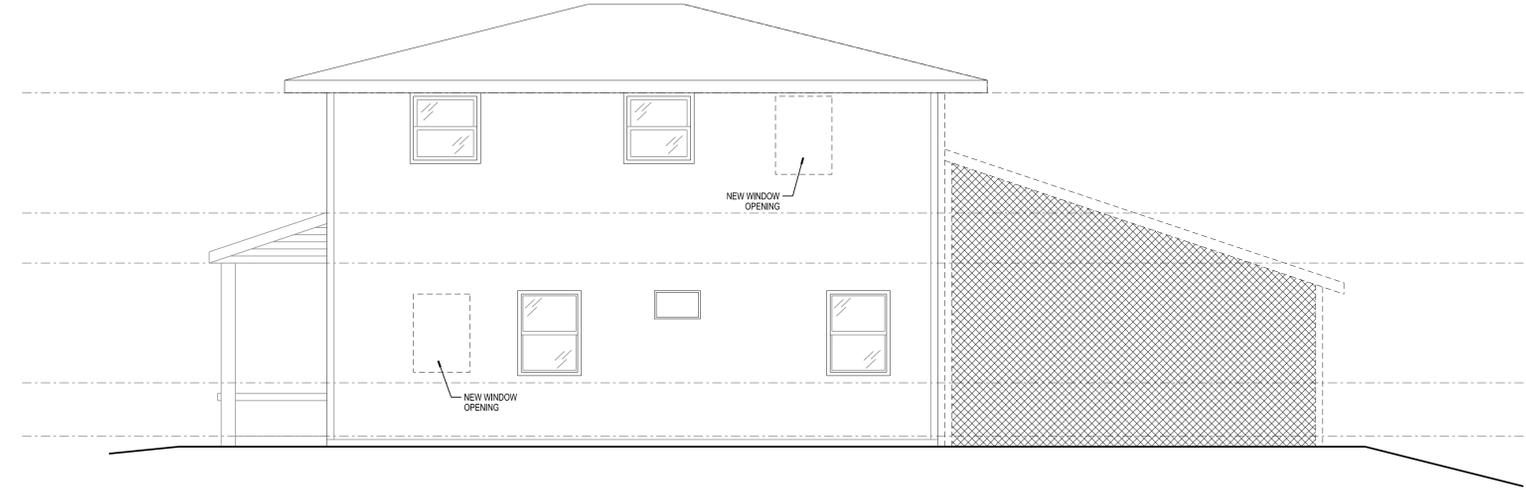
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07 WEST ELEVATION
 A401 SCALE: 1/4" = 1'-0"



05 NORTH ELEVATION
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EXISTING ELEVATIONS

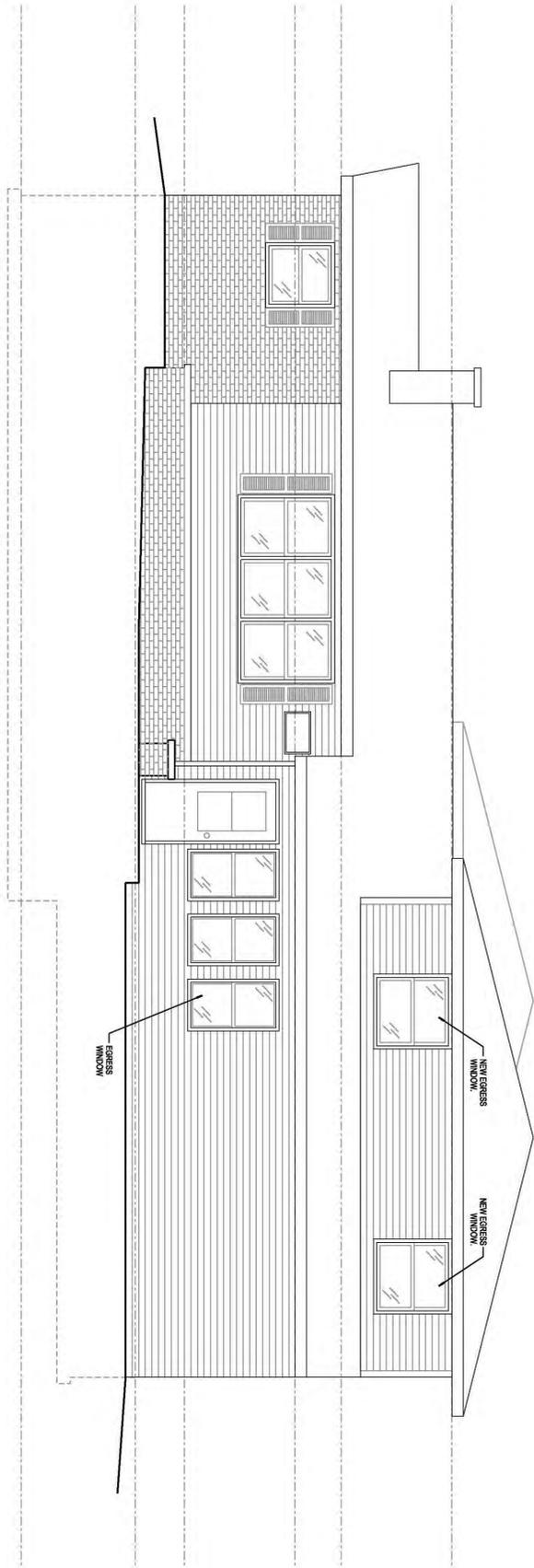
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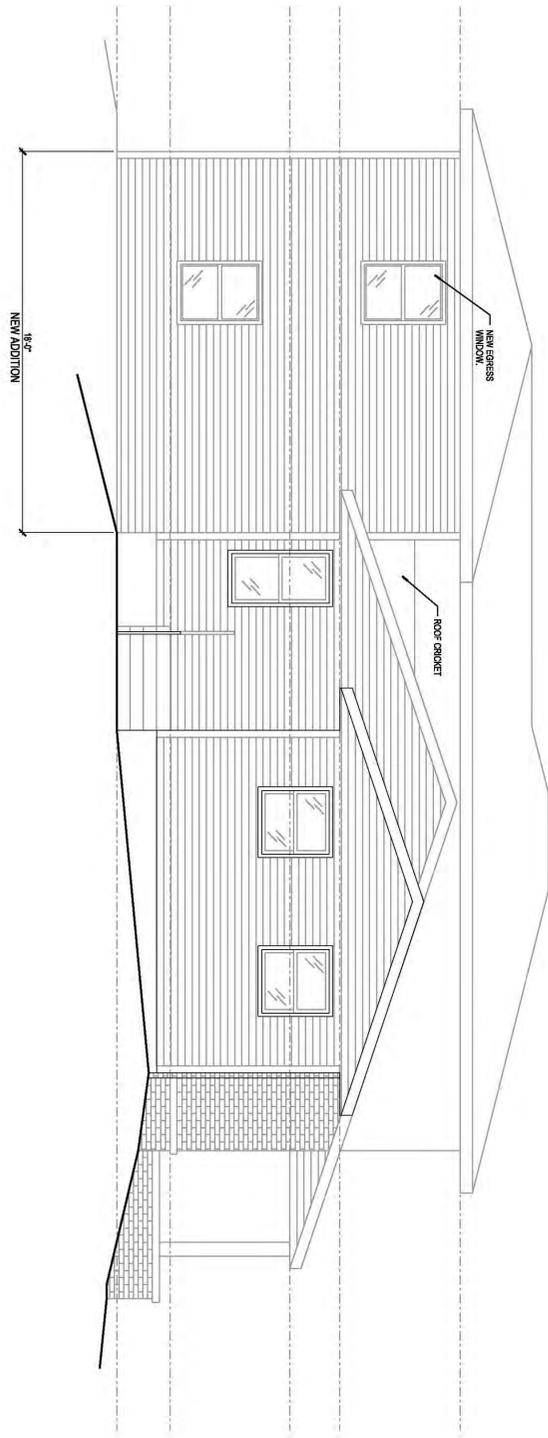
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EAST ELEVATION
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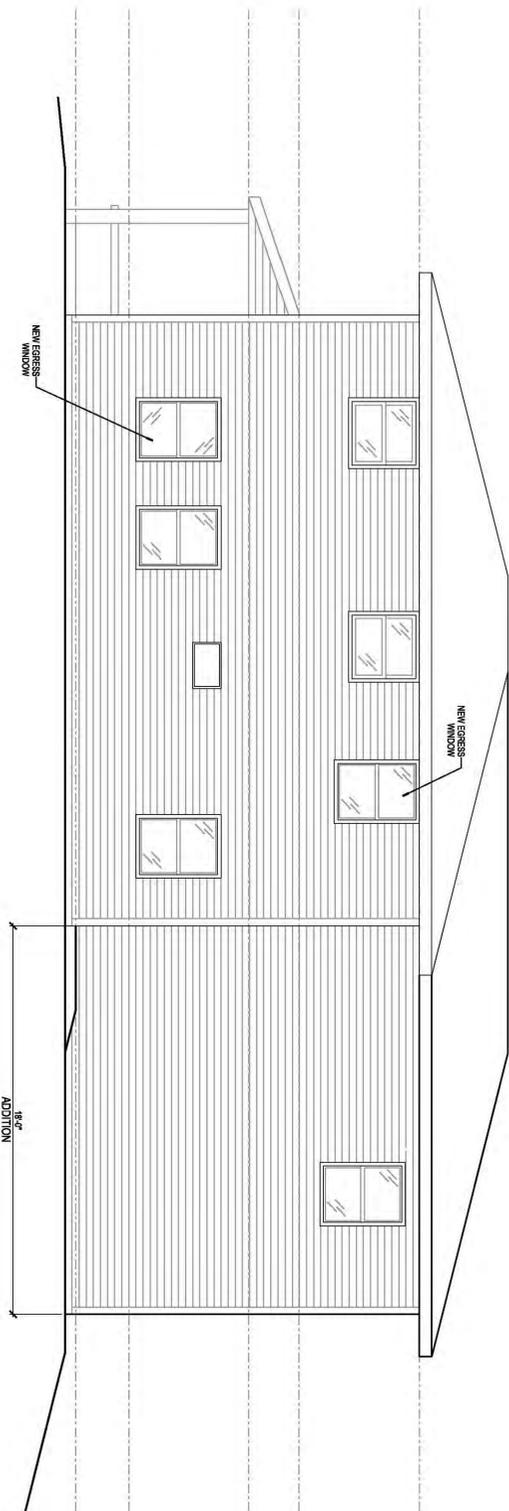
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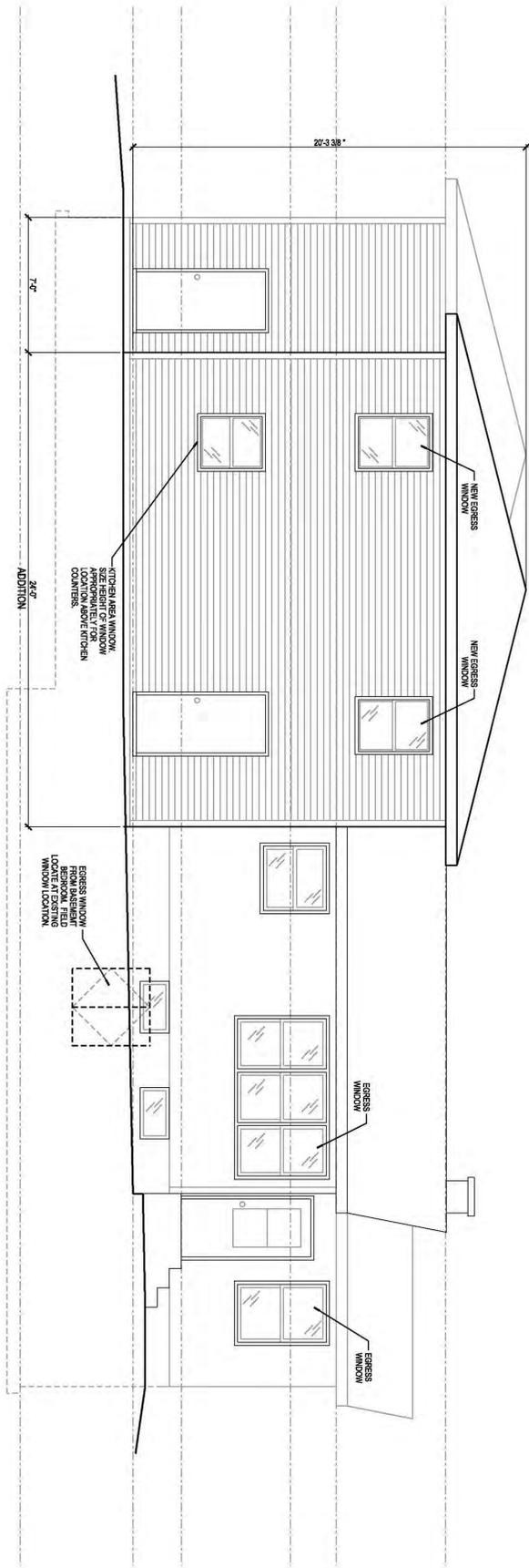
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05
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NORTH ELEVATION
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07
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WEST ELEVATION
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PROJECT NUMBER	57880
APPROVED BY	JLH
REVIEWED BY	BTW
DRAWN BY	BTW
2/2/2016	9:03:12 AM

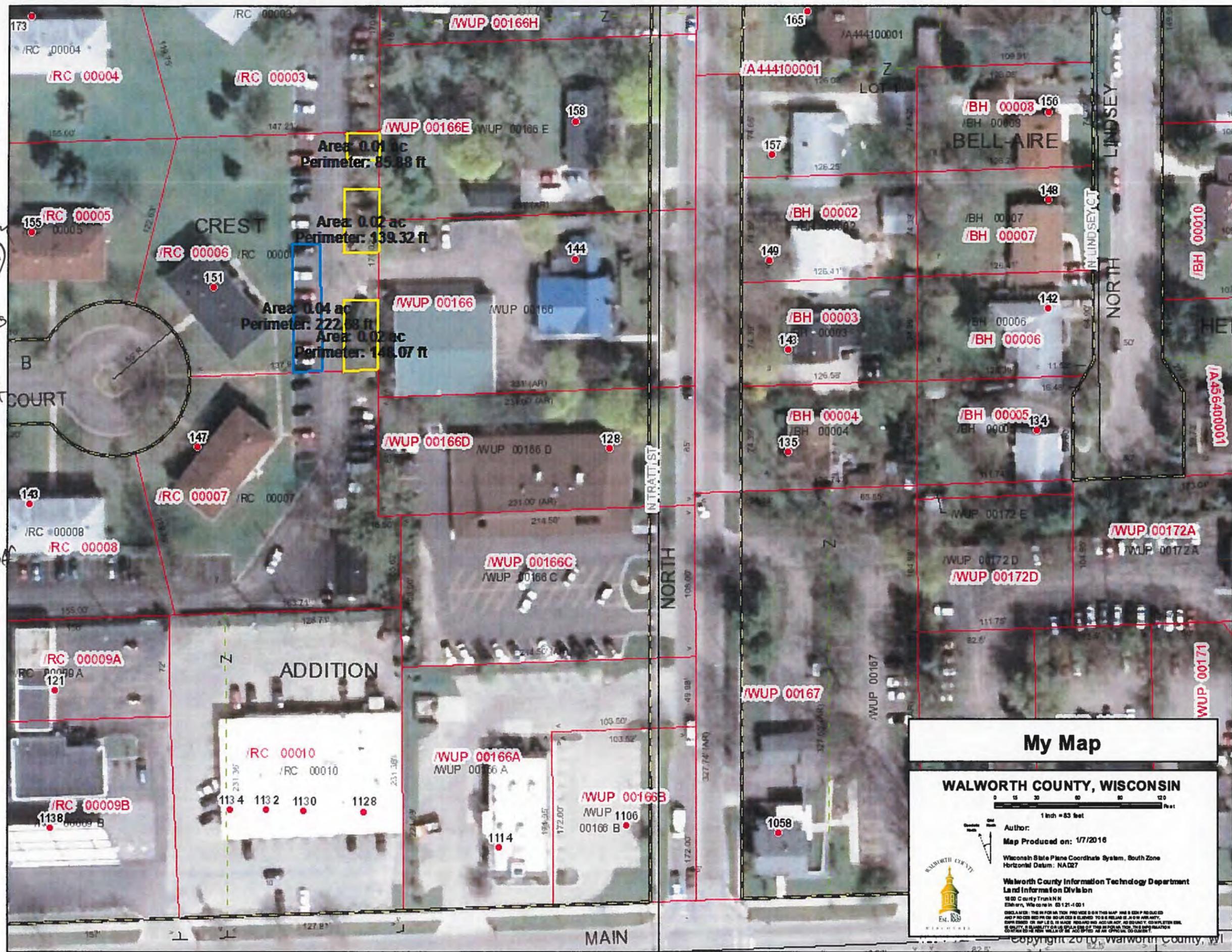
280 TRATT STREET
DUPLEX
DLK ENTERPRISES
WHITEWATER, WISCONSIN

Angus Young
Architecture
Engineering
Interior Design
Balance in Creativity
555 South River Street, Janesville, WI 53548-4783
Ph: 608.756.2326 Ex: 608.756.0464
www.angusyoung.com

ISSUANCES	REVISIONS
CITY OF WHITEWATER REVIEW - 11/23/2015	
SETBACK FLOOR PLAN REVISIONS - 12/18/15	
CITY REVIEW COMMENT REVISIONS - 01/09/2016	
CITY REVIEW COMMENT REVISIONS - 02/02/2016	

Blue Box
is a Parking
Stalls for
Building
151 Fraternity
Lane (2 Apts.)

Yellow Boxes
10 stalls for
58 Traff Street
Allowing for
Driveway Cut-
outs to both
158 Traff + 144
Traff. Current
Recycling Roll-off
Dumpster in
South yellow
Box will be
re-located
elsewhere on
Indian Village
Property



My Map

WALWORTH COUNTY, WISCONSIN

0 15 30 45 60 75 90 105 120 Feet

1 inch = 83 feet

Author:
Map Produced on: 1/7/2016

Wisconsin State Plane Coordinate System, South Zone
Horizontal Datum: NAD87

Walworth County Information Technology Department
Land Information Division
1600 County Trunk N N
Eshwara, Wis 53198-1001

DISCLAIMER: THE INFORMATION PROVIDED ON THIS MAP WAS DERIVED FROM PUBLIC RECORDS AND IS PROVIDED AS IS WITHOUT WARRANTY. WALWORTH COUNTY IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS. THE USER ASSUMES ALL LIABILITY FOR ANY USE OF THIS INFORMATION. THE INFORMATION CONTAINED HEREIN SHALL BE ACCEPTED AS AN OFFICIAL DOCUMENT.

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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: February 8th 2016

Re: **Item # 8** Proposed Conditional Use Permit to enable more than four (4) units per building on a multiple-family residential development with more than forty (40) dwelling units per Section 19.21.030 at Buff Ridge South.

Summary of Request		
Requested Approvals:	Enable more than four (4) units per building on a multiple-family residential development with more than forty (40) dwelling units	
Location:	Buff Ridge South (second half).	
Current Land Use:	R-3 Multifamily Residential District	
Proposed Land Use:	Multifamily Residential District	
Current Zoning:	R-3 Multifamily Residential District	
Proposed Zoning:	Same, currently undeveloped	
Comprehensive Plan's Future Land Use:	Higher Density Residential	
Surrounding Zoning and Current Land Uses:		
Northwest:	Subject Property	Northeast:
B-2 Highway Commercial and Light Industrial		R-2 One & Two-Family Residence District
Southwest:	Subject Property	Southeast:
Township/AT Agricultural Transition		R-2 One & Two-Family Residence District

Description of the Proposal:

Bluff Ridge South is located on lot 44 of Walton’s Pine Bluff subdivision, called Bluff Ridge South. It is a total land area of 494,817 sq feet (11.36 acres). The current zoning is R-3 multi-family residence. The proposed development is 12 buildings, each building has 8 units with a total proposed 96 units.

Site Summary		
Total Building Area:	87,024 sq ft	18%
Impervious Area:	192,240 sq ft	39%
Green Space:	215,553 sq ft	44%

The proposed development includes 96 garage parking stalls, 96 parking stall located in front of the garage stalls and 78 visitor spaces in various locations throughout the proposed development.

R-3 Zoning	Lot Area	Parking	Open Space
Ordinance Minimum	180,000 Sq Ft	192	33,600 Sq Ft
Project Proposed	494,817 Sq Ft	270	Not Provided

There will be four (4) exits out of the proposal: two (2) through a proposed cul-de-sac located at the northwest corner of the development on the privately owned Bluff Ridge Drive, one (1) located on the southeast corner of the development on to South Moraine View Parkway, and one located on the northeast corner of the development into the bluff ridge condominiums to the north.

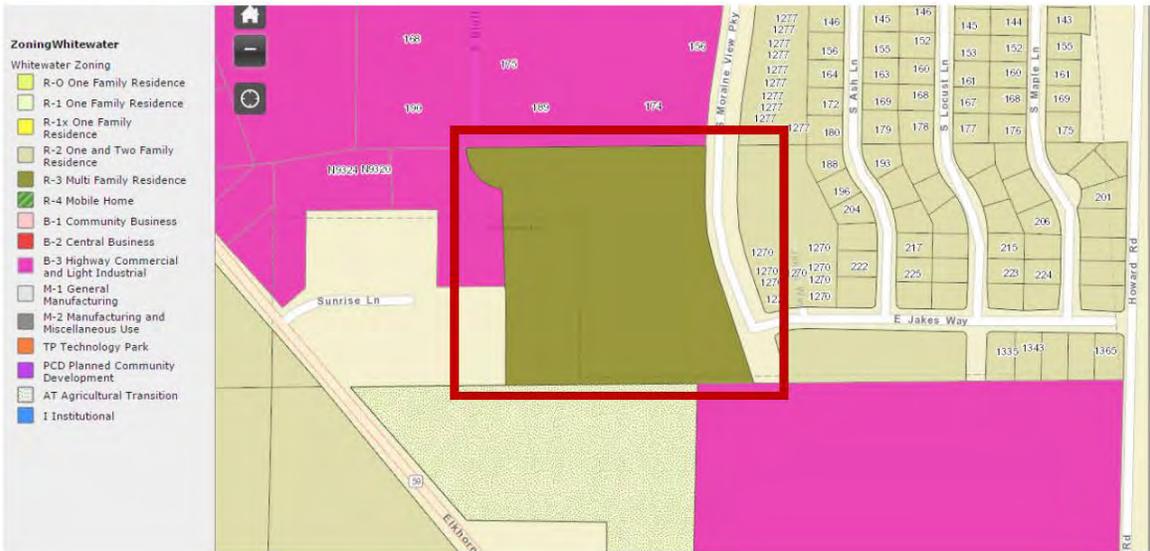
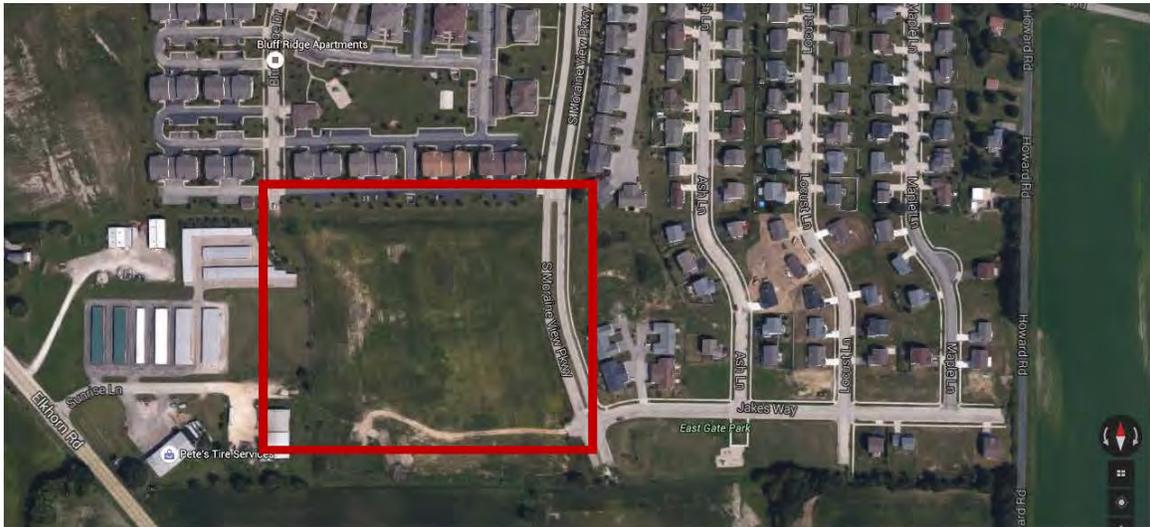
PLANNER’S RECOMMENDATIONS:

I recommend that the Plan and Architectural Review Commission recommend approval of the proposed multiple-family residential development, subject to the finding presented below.

SUGGESTED FINDING TO BE MADE BY THE PLAN COMMISSION

1. Landscaping will be required for the property. The Urban Forestry Committee will make recommendation based on the landscaping plans. This area has a low soil depth. Engineering should be developed for the additional runoff. Due to the engineering that will need to be approved, I have asked that all landscaping plans be reviewed after engineering approval.
2. Per Fire departments recommendations each one of the buildings is sprinklered so the fire flow can be reduced by 75% which means by fire code that there only needs to be one (1) hydrant that can flow 1500 gallons/minute for 2 hours. The hydrants can be spaced no more than 500 feet apart and can be no more than 250 feet from any road point. Additionally a Knox box must be installed in accordance with Chapter 14.15 lock box.
3. Plans do not indicate the location of usable open space. The plans need to identify and meet minimum requirements.

4. Each utility must have recorded easements and describe the responsible party of said utility. Utility rooms need to be established for each building. A means of access for the utilities needs to be established in a development agreement.
5. Any other conditions identified by City Staff or the Plan Commission.



Analysis of Proposed Conditional Use Permit for: Buff Ridge South

Conditional Use Permit Review Standards per Section 19.66.050:

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	This is an established conditional use due to size. The use is an established use in this area.
2. Adequate utilities, access roads, parking, drainage, landscaping, and other necessary site improvements are being provided.	Yes	Any utilities that are not adequate shall be improved with the development.
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	No exemptions or variances are being requested.
4. The conditional use conforms to the purpose and intent of the city master (comprehensive) plan.	Yes	The proposal does not change the intended use of the property.
5. The conditional use and structures are consistent with sound planning and zoning principles.	Yes	The project is consistent with the use and density requirements of the R-3 District and the Comprehensive Plan.



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 February 2016 at 6:30 p.m. to hold a public hearing for consideration of a Conditional Use Permit to allow multi-family dwellings of more than four units (Municipal Code Chapter 19.21.030B) in order to build apartment buildings on Lot 44 of Waltons Pine Bluff Subdivision for Ed Kowalski.

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
/A312500002	BLUFF RIDGE APARTMENTS LLC		13502 E TOWNLINE RD	WHITEWATER	WI	53190-0000
/A318600001	RR WALTON & COMPANY LTD		1005 W MAIN ST STE C	WHITEWATER	WI	53190-0000
/A318600002	WHITEWATER SELF-STORAGE LLP		N55 W21777 TAYLOR WOODS DR	MENOMINEE FALLS	WI	53051-0000
/JW 00001	PAUL S MOERER	JODI L MOERER	1270 E JAKE'S WAY #2	WHITEWATER	WI	53190-0000
/JW 00002	JEFFREY M KRAHN	JOLENE M KRAHN	1270 JAKES WAY UT 4	WHITEWATER	WI	53190-0000
/JW 00003	RR WALTON & COMPANY LTD		1005 W MAIN ST SUITE C	WHITEWATER	WI	53190-0000
/JW 00004	RR WALTON & COMPANY LTD		1005 W MAIN ST SUITE C	WHITEWATER	WI	53190-0000
/JW 00005	RR WALTON & COMPANY LTD		1005 W MAIN ST SUITE C	WHITEWATER	WI	53190-0000
/JW 00006	RR WALTON & COMPANY LTD		1005 W MAIN ST SUITE C	WHITEWATER	WI	53190-0000
/JW 00007	RR WALTON & COMPANY LTD		1005 W MAIN ST SUITE C	WHITEWATER	WI	53190-0000
/JW 00008	RR WALTON & COMPANY LTD		1005 W MAIN ST SUITE C	WHITEWATER	WI	53190-0000
/JW 00009	RR WALTON & COMPANY LTD		1005 W MAIN ST SUITE C	WHITEWATER	WI	53190-0000
/JW 00010	RR WALTON & COMPANY LTD		1005 W MAIN ST SUITE C	WHITEWATER	WI	53190-0000
/JW 00011	JOHN R PASSELLA	DAWN K PASSELLA	41 PARK VIEW LN	HAWTHORNE WOODS	IL	60047-0000
/JW 00012	RR WALTON & COMPANY LTD		1005 W MAIN ST SUITE C	WHITEWATER	WI	53190-0000
/JW 00013	JOHN A GIORGI	JOAN M GIORGI	S78 W16875 BRIDGEPORT CIRCLE	MUSKEGO	WI	53150-7735
/JW 00014	SANDRA R KOWALSKI		1270 JAKE'S WAY UNIT 1	WHITEWATER	WI	53190-0000
/PBC 00001	BRENDA K VOLK		1277 E BLUFF RD #1	WHITEWATER	WI	53190-0000
/PBC 00002	4ML RENTALS LLC		N9245 CONNELLY RD	WHITEWATER	WI	53190-0000
/PBC 00003	CHRISTOPHER HEILMAN		1277 E BLUFF RD #3	WHITEWATER	WI	53190-0000
/PBC 00004	MICHAEL J FRAWLEY	JO ANNE FRAWLEY	N8945 PARKER RD	WHITEWATER	WI	53190-0000
/PBC 00005	DAVID W JONES	REBECCA L JONES	1277 E BLUFF RD, UT #5	WHITEWATER	WI	53190-0000
/PBC 00006	DARRELL D NOVY		W5697 RIDGE RD	ELKHORN	WI	53121-0000
/PBC 00007	KATHLEEN F DITTNER		1277 E BLUFF ROAD #7	WHITEWATER	WI	53190-0000
/PBC 00008	BRETT C WEBER		1277 E BLUFF RD Unit B	WHITEWATER	WI	53190-0000
/PBC 00009	J JESUS CERNA-SANCHEZ	MARIA SANTOS-SERNA	1277 E BLUFF RD, #9	WHITEWATER	WI	53190-0000
/PBC 00010	ANGEL VALADEZ	MARIA G VALADEZ	2218 W LYNDAL ST	CHICAGO	IL	60647-0000
/PBC 00011	DONALD J QUASS	GAYLE M QUASS	1277 E BLUFF RD #11	WHITEWATER	WI	53190-0000
/PBC 00012	PAMELA S BAKER		1050 NW 125TH AVE	SUNRISE	FL	33323-0000
/PBC 00013	JOSEPH M MATTESON		1277 E BLUFF RD #13	WHITEWATER	WI	53190-0000
/PBC 00014	URIME SELIMI		1277 E BLUFF RD #14	WHITEWATER	WI	53190-0000
/PBC 00015	ELIZABETH M BONUSO		1277 E BLUFF RD # 15	WHITEWATER	WI	53190-0000
/PBC 00016	MICHAEL B KRAHN		1277 E BLUFF RD #16	WHITEWATER	WI	53190-0000
/WPB 00043	CITY OF WHITEWATER TRUST		312 W WHITEWATER ST	WHITEWATER	WI	53190-0000
/WPB 00044	EDWIN L KOWALSKI TRUST	RUTH H KOWALSKI TRUST	13502 E TOWNLINE RD	WHITEWATER	WI	53190-0000
/WUP 00331	JOAN DEMPSEY TRUST	MARCIA A PETAK TRUST, et al.	PO BOX 296	ELKHORN	WI	53121-0000
/WUP 00349	RILEY VENTURES		1005 W MAIN ST SUITE C	WHITEWATER	WI	53190-0000
DA129200001	WHITEWATER SELF STORAGE LLP	C/O DAVE ROGERS	N55 W21777 TAYFOR WOODS DR	MENOMONEE FALLS	WI	53051-0000

DA146800001	PETE'S TIRE SERVICE INC		W8285 SUNRISE LN	WHITEWATER	WI	53190-0000
DA262000002	RR WALTON & COMPANY LTD		1005 W MAIN ST STE C	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: Lot 4 Pine Bluff Subd. Moraine View Drive

Owner's Name: Edwin L & Ruth H Kowalski Revocable Trust

Applicant's Name: Ed Kowalski

Mailing Address: 13502 Townline Rd. Whitewater, WI 53190

Phone #: 608-774-3330 Email: kowalskiconcrete@hotmail.com

Legal Description (Name of Subdivision, Block and Lot of other Legal Descriptions): Lot 44 Waltons
pine bluff as recorded in cab D slide 2 wcr. located in SE 1/4 of SW 1/4 of the SE 1/4 sec 3 T4N R15E

Existing and Proposed Uses:

Current Use of Property: Farm field

Zoning District: R-3

Proposed Use: Apartment Buildings

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.

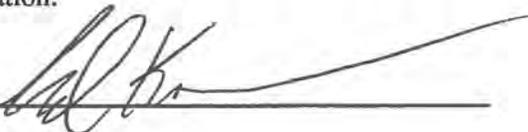
****Four (4) full size, Twenty (20) 11x17, and 1 Electronic Copy (include color where possible) site plan copies, drawn to scale and dimensioned.**

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.	It will neighbor our current apartment complex known as Bluff Ridge apartments and this project will flow from the property line with the same building design.
B. That utilities, access roads, parking, drainage, landscaping, and other necessary site improvements are being provided.	Yes
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 the project conforms to this district
D. That the conditional use conforms to the purpose and intent of the city Master Plan.	Yes the project 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: 1/8/2016

Printed: Ed Kowalski

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 1-8-16. Received by: Jwegner Receipt #: 6,012826
- 2) Application is reviewed by staff members.
- 2) Class 1 Notice published in Official Newspaper on 1-28-16.
- 3) Notices of the Public Hearing mailed to property owners on 1-26-16.
- 4) Plan Commission holds the PUBLIC HEARING on 2-8-16. 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.

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: Ed Kowalski

Applicant’s Mailing Address: 13502 Townline Rd.
Whitewater, WI 53190

Applicant’s Phone Number: 608-774-3330

Applicant’s Email Address: kowalskiconcrete@hotmail.com

Project Information:

Name/Description of Development: Bluff Ridge South / Construction of apartment buildings

Address of Development Site: Morraine View Drive

Tax Key Number(s) of Site: Parcel# /WPB 00044

Property Owner Information (if different from applicant):

Name of Property Owner: _____

Property Owner’s Mailing Address: Edwin L & Ruth H Kowalski Revocable Trust
13502 Townline Rd. 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

Ed Kowalski

Printed Name of Applicant/Petitioner

1-8-2016

Date of Signature



Signature of Property Owner (if different)

ED & Ruth Kowalski

Printed Name of Property Owner (if different)

1-8-2016

Date of Signature

BLUFF RIDGE SOUTH GENERAL DEVELOPMENT PLAN

LOT 44 OF WALTON'S PINE BLUFF SUBDIVISION
LOCATED IN PART OF THE SOUTHWEST 1/4 & SOUTHEAST 1/4 OF THE SOUTHEAST 1/4
OF SECTION 3, TOWN 4 NORTH, RANGE 15 EAST,
CITY OF WHITEWATER, WALWORTH COUNTY, WISCONSIN



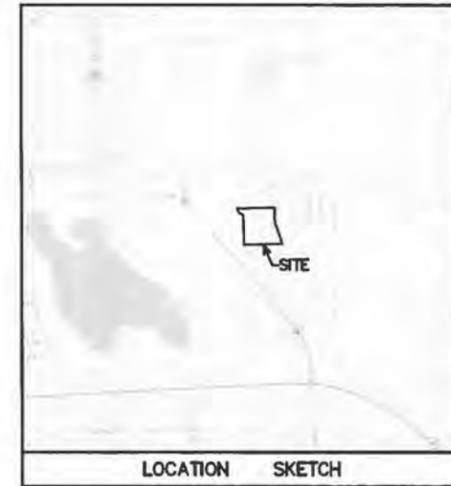
BLUFF RIDGE SOUTH
CITY OF WHITEWATER, WALWORTH COUNTY, WISCONSIN

OVERALL SITE PLAN

FARRIS, HANSEN & ASSOCIATES, INC.
ENGINEERING - ARCHITECTURE - SURVEYING
7 BRIDGWAY COURT P.O. BOX 437
ELKHORN, WISCONSIN 53121
OFFICE: (262) 723-2008 FAX: (262) 723-5086

REVISIONS

PROJECT NO.
4718.15
DATE
01/06/16
SHEET NO.
1 OF 5



TO OBTAIN LOCATIONS OF PARTICIPANTS UNDERGROUND FACILITIES BEFORE YOU DIG IN WISCONSIN, CONTACT:

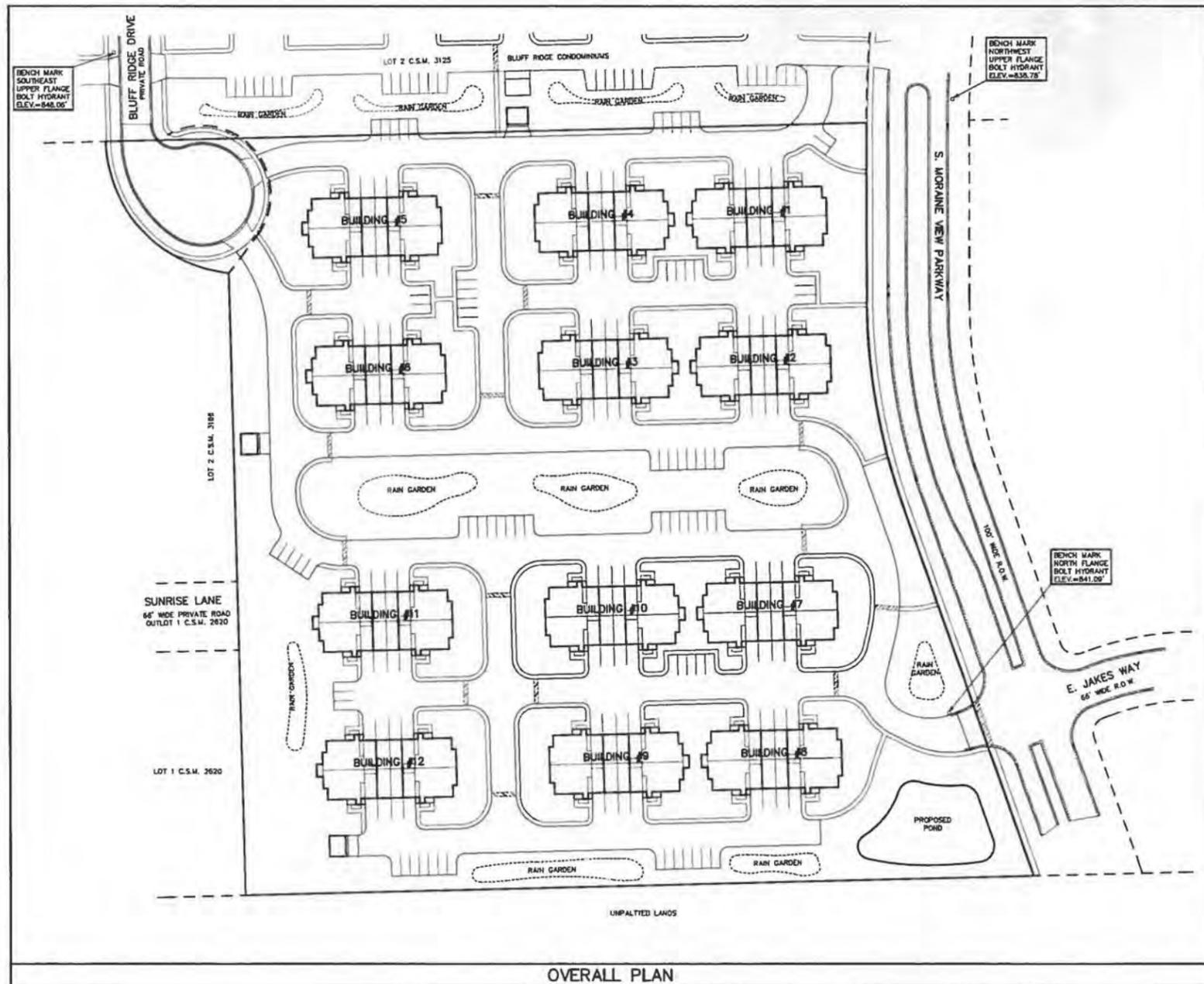
DIGGERS HOTLINE

Toll Free (800) 242-8511
Milwaukee Area (414) 259-1151
Hearing Impaired TDD (800) 542-2289
www.DiggersHotline.com

WE STATUTE 182.01(7)(17) REQUIRES THAT YOU POST 30-DAY NOTICE BEFORE YOU EXCAVATE

TOTAL LAND AREA:	494,817 SQ. FT. (11.36 ACRES)
EXISTING ZONING:	R-3 MULTI FAMILY RESIDENCE
PROPOSED UNITS:	96 UNITS (12 BUILDINGS)
VISITOR PARKING:	78 VISITOR SPACES
TOTAL BUILDING AREA:	87,024 SQ. FT. (17.6%)
DENSITY:	8.45 UNITS PER ACRE
IMPERVIOUS AREA:	192,240 SQ. FT. (38.9%)
GREEN SPACE:	215,553 SQ. FT. (43.5%)

SITE SUMMARY

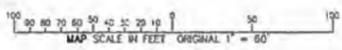


EDWIN KOWALSKI
13502 ELJ TOWNLIN ROAD
WHITEWATER, WI 53190

WORK ORDERED BY

INDEX of SHEETS

1	OVERALL SITE PLAN
2	DETAILED SITE PLAN
3	UTILITY PLAN
4	GRADING & DRAINAGE PLAN
5	EXTERIOR ELEVATIONS FIRST FLOOR PLAN SECOND FLOOR PLAN





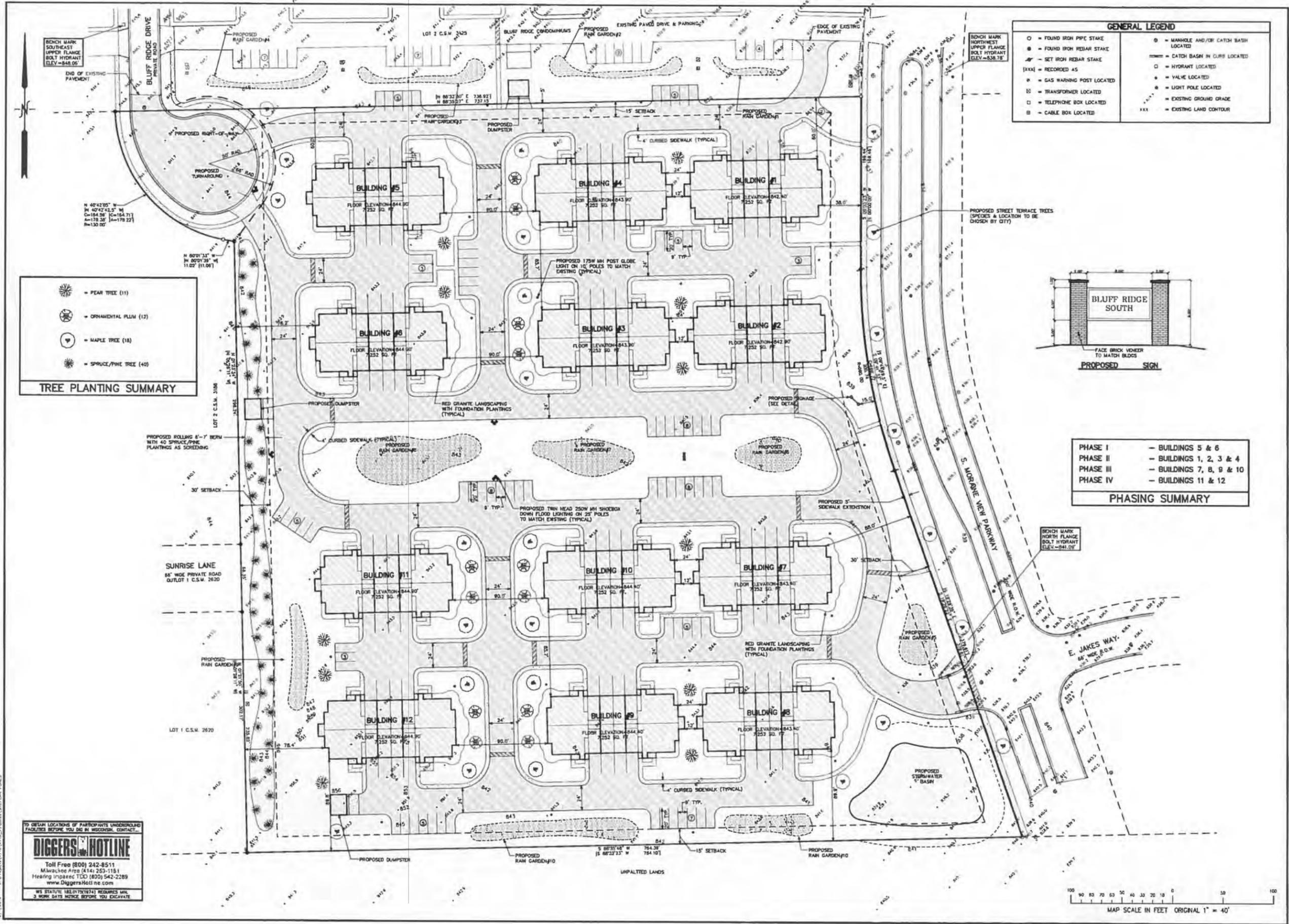
BLUFF RIDGE SOUTH
CITY OF WHITEWATER, WALWORTH COUNTY, WISCONSIN

DETAILED SITE PLAN

FARRIS, HANSEN & ASSOCIATES, INC.
ENGINEERING - ARCHITECTURE - SURVEYING
7 RIDGWAY COURT P.O. BOX 437
ELKHORN, WISCONSIN 53121
OFFICE: (262) 733-2098 FAX: (262) 733-5886

REVISED
1/29/2016-13
MSC. ADVANCEMENT

PROJECT NO.
4718.15
DATE
01/06/16
SHEET NO.
2 OF 5



GENERAL LEGEND

○ = FOUND IRON PIPE STAKE	○ = MANHOLE AND/OR CATCH BASIN LOCATED
● = FOUND IRON REBAR STAKE	⊖ = CATCH BASIN IN CURB LOCATED
⊖ = SET IRON REBAR STAKE	○ = HYDRANT LOCATED
[XXX] = RECORDED AS	● = VALVE LOCATED
⊖ = GAS WARNING POST LOCATED	● = LIGHT POLE LOCATED
⊖ = TRANSFORMER LOCATED	— = EXISTING GROUND GRADE
⊖ = TELEPHONE BOX LOCATED	--- = EXISTING LAND CONTOUR
⊖ = CABLE BOX LOCATED	

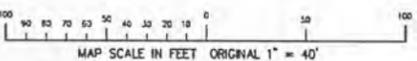
TREE PLANTING SUMMARY

🌳	= PEAR TREE (11)
🌳	= ORNAMENTAL PLUM (12)
🌳	= MAPLE TREE (18)
🌳	= SPRUCE/PINE TREE (40)

PHASING SUMMARY

PHASE I	- BUILDINGS 5 & 6
PHASE II	- BUILDINGS 1, 2, 3 & 4
PHASE III	- BUILDINGS 7, 8, 9 & 10
PHASE IV	- BUILDINGS 11 & 12

DIGGERS HOTLINE
Toll Free (800) 242-8511
Mauwabeek Area (414) 253-1151
Hearing Impaired TDD (800) 542-2289
www.DiggersHotline.com
WE STATUTE 182.17(1)(b) REQUIRES MIN. 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE





BLUFF RIDGE SOUTH
CITY OF WHITEWATER, WALWORTH COUNTY, WISCONSIN

UTILITY PLAN

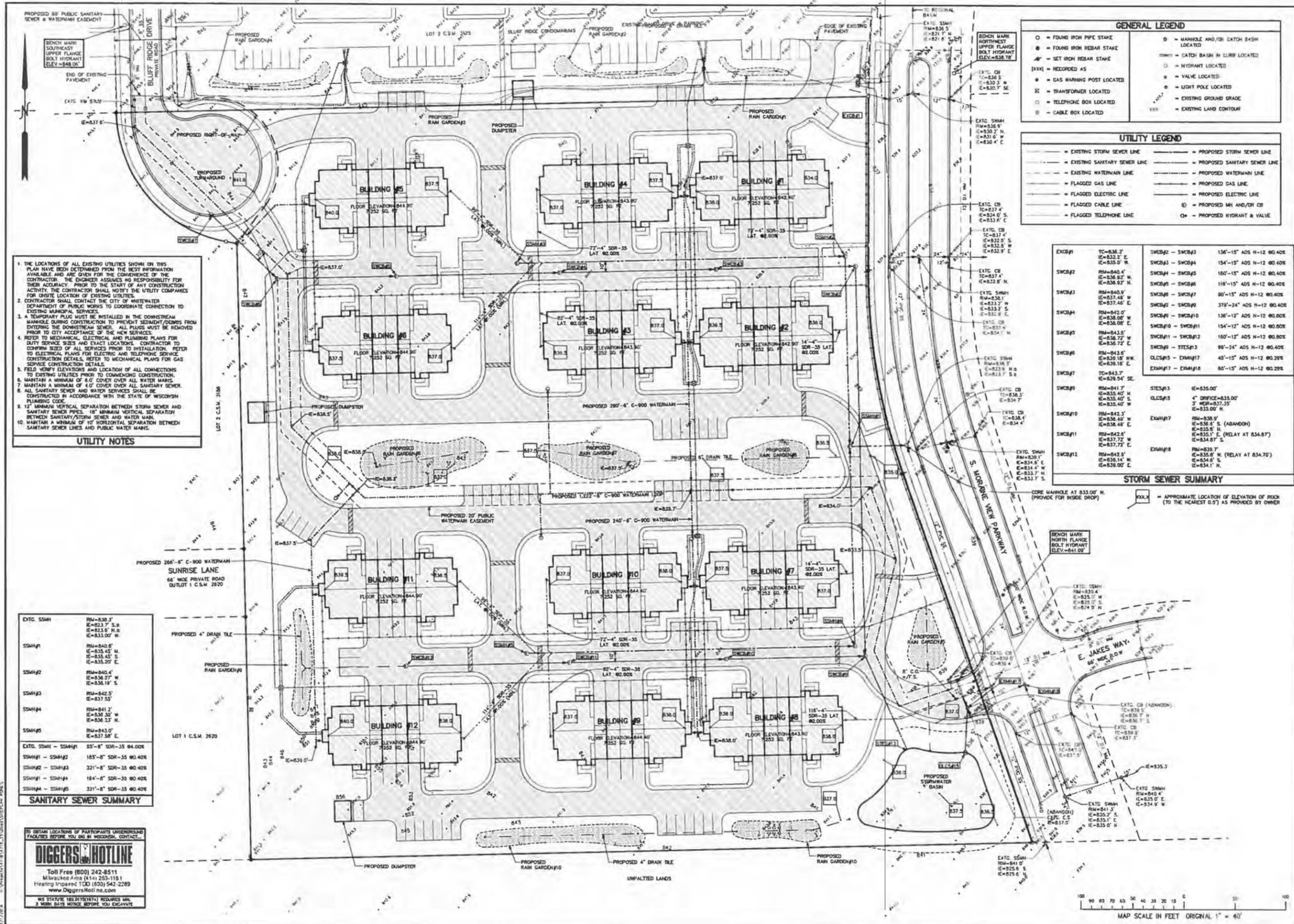
FARRIS, HANSEN & ASSOCIATES, INC.
ENGINEERING - ARCHITECTURE - SURVEYING
7 RIDGWAY COURT, P.O. BOX 437
ELKHORN, WISCONSIN 53121
OFFICE: (262) 733-2068 FAX: (262) 723-8868

REVISIONS
1/29/2016-KB
MISC. ADVANCEMENT

PROJECT NO.
4718.15

DATE
01/06/16

SHEET NO.
3 OF 5



GENERAL LEGEND

○ = FOUND IRON PIPE STAKE	⊙ = MANHOLE AND/OR CATCH BASIN LOCATED
● = FOUND IRON REBAR STAKE	⊞ = CATCH BASIN IN CURB LOCATED
⊞ = SET IRON REBAR STAKE	⊞ = HYDRANT LOCATED
[XXX] = RECORDED AS	⊞ = VALVE LOCATED
⊞ = GAS WARNING POST LOCATED	⊞ = LIGHT POLE LOCATED
⊞ = TRANSFORMER LOCATED	⊞ = EXISTING GROUND GRADE
⊞ = TELEPHONE BOX LOCATED	⊞ = EXISTING LAND CONTOUR
⊞ = CABLE BOX LOCATED	

UTILITY LEGEND

— = EXISTING STORM SEWER LINE	— = PROPOSED STORM SEWER LINE
— = EXISTING SANITARY SEWER LINE	— = PROPOSED SANITARY SEWER LINE
— = EXISTING WATERMAIN LINE	— = PROPOSED WATERMAIN LINE
— = FLAGGED GAS LINE	— = PROPOSED GAS LINE
— = FLAGGED ELECTRIC LINE	— = PROPOSED ELECTRIC LINE
— = FLAGGED CABLE LINE	— = PROPOSED CABLE LINE
— = FLAGGED TELEPHONE LINE	— = PROPOSED TELEPHONE LINE
	⊙ = PROPOSED MH AND/OR CB
	⊞ = PROPOSED HYDRANT & VALVE

STORM SEWER SUMMARY

EXCB#1	TC=836.3' E=832.2' W	SWCB#2 - SWCB#3	15'-15" ADS N-12 00.40%
SWCB#2	RM=840.4' E=838.92' W	SWCB#3 - SWCB#4	15'-15" ADS N-12 00.40%
SWCB#3	RM=840.9' E=837.48' W	SWCB#4 - SWCB#5	15'-15" ADS N-12 00.40%
SWCB#4	RM=842.0' E=838.00' W	SWCB#5 - SWCB#6	11'-15" ADS N-12 00.40%
SWCB#5	RM=843.5' E=838.72' W	SWCB#6 - SWCB#7	9'-15" ADS N-12 00.40%
SWCB#6	RM=843.8' E=839.18' W	SWCB#7 - SWCB#8	37'-24" ADS N-12 00.40%
SWCB#7	TC=843.7' E=839.54' SE	SWCB#8 - SWCB#9	13'-12" ADS N-12 00.00%
SWCB#8	RM=841.7' E=835.40' W	SWCB#9 - SWCB#10	15'-12" ADS N-12 00.50%
SWCB#9	RM=842.3' E=836.40' W	SWCB#10 - SWCB#11	16'-12" ADS N-12 00.80%
SWCB#10	RM=842.6' E=837.72' W	SWCB#11 - SWCB#12	16'-12" ADS N-12 00.80%
SWCB#11	RM=842.8' E=837.72' W	SWCB#12 - STES#13	9'-24" ADS N-12 00.40%
SWCB#12	RM=842.9' E=839.00' W	CLCS#15 - EXMH#17	45'-15" ADS N-12 00.20%
		EXMH#17 - EXMH#18	60'-15" ADS N-12 00.20%
		STES#13	IE=835.00'
		CLCS#15	4" DRYICE=835.00'
		EXMH#7	RM=838.9' E=838.40' S (ABANDON)
			IE=835.5' S (RELAY AT 834.87')
		EXMH#8	RM=839.7' E=835.0' S (RELAY AT 834.70')
			IE=834.6' S
			IE=834.1' N

UTILITY NOTES

- THE LOCATIONS OF ALL EXISTING UTILITIES SHOWN ON THIS PLAN HAVE BEEN OBTAINED FROM THE BEST INFORMATION AVAILABLE AND ARE GIVEN FOR THE CONVENIENCE OF THE CONTRACTOR. THE ENGINEER ASSUMES NO RESPONSIBILITY FOR THEIR ACCURACY. PRIOR TO THE START OF ANY CONSTRUCTION ACTIVITY, THE CONTRACTOR SHALL NOTIFY THE UTILITY COMPANIES FOR GROUND LOCATION OF EXISTING UTILITIES.
- CONTRACTOR SHALL CONTACT THE CITY OF WHITEWATER DEPARTMENT OF PUBLIC WORKS TO COORDINATE CONNECTION TO EXISTING SANITARY SERVICES.
- A TEMPORARY FLUSH MUST BE INSTALLED IN THE DOWNSTREAM MANHOLE DURING CONSTRUCTION TO PREVENT SEDIMENT/DIAPYRS FROM ENTERING THE DOWNSTREAM SEWER. ALL FLUSHES MUST BE REMOVED PRIOR TO CITY ACCEPTANCE OF THE NEW SERVICES.
- REFER TO MECHANICAL, ELECTRICAL AND PLUMBING PLANS FOR DUTY SERVICE SIZES AND EXACT LOCATIONS. CONTRACTOR TO VERIFY SIZE OF ALL SERVICES PRIOR TO INSTALLATION. REFER TO ELECTRICAL PLANS FOR ELECTRIC AND TELEPHONE SERVICE CONSTRUCTION DETAILS. REFER TO MECHANICAL PLANS FOR GAS SERVICE CONSTRUCTION DETAILS.
- FIELD VERIFY ELEVATIONS AND LOCATION OF ALL CONNECTIONS TO EXISTING UTILITIES PRIOR TO COMMENCING CONSTRUCTION.
- MAINTAIN A MINIMUM OF 6" COVER OVER ALL WATER MAINS.
- MAINTAIN A MINIMUM OF 4" COVER OVER ALL SANITARY SEWER.
- ALL SANITARY SEWER AND WATER SERVICES SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE STATE OF WISCONSIN PLUMBING CODE.
- 12" MINIMUM VERTICAL SEPARATION BETWEEN STORM SEWER AND SANITARY SEWER PIPES. 18" MINIMUM VERTICAL SEPARATION BETWEEN SANITARY/STORM SEWER AND WATER MAIN.
- MAINTAIN A MINIMUM OF 10' HORIZONTAL SEPARATION BETWEEN SANITARY SEWER LINES AND PUBLIC WATER MAINS.

SANITARY SEWER SUMMARY

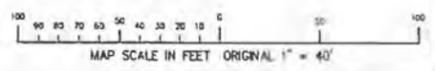
EXTD. SSMH	SSMH#1	RM=838.3' E=833.7' S
SSMH#1	SSMH#2	RM=840.8' E=835.45' N
SSMH#2	SSMH#3	RM=842.4' E=836.27' W
SSMH#3	SSMH#4	RM=842.5' E=837.55' W
SSMH#4	SSMH#5	RM=841.2' E=836.30' W
SSMH#5	SSMH#6	RM=843.0' E=837.58' E
EXTD. SSMH - SSMH#1	55'-8" SDR-35	04.00%
SSMH#1 - SSMH#2	165'-8" SDR-35	00.40%
SSMH#2 - SSMH#3	321'-8" SDR-35	00.40%
SSMH#3 - SSMH#4	194'-8" SDR-35	00.40%
SSMH#4 - SSMH#5	321'-8" SDR-35	00.40%

TO OBTAIN LOCATIONS OF PARTICIPANTS UNDERGROUND FACILITIES BEFORE YOU DIG IN WISCONSIN, CONTACT:

DIGGERS HOTLINE

Toll Free (800) 242-8511
Milwaukee Area (414) 253-1181
Hearing Impaired TDD (800) 542-2289
www.DiggersHotline.com

WIS STATUTE 183.07(1)(b) REQUIRES MIN. 3 WORK DAYS NOTICE BEFORE YOU DIG/AVATE





BLUFF RIDGE SOUTH
CITY OF WHITEWATER, WALWORTH COUNTY, WISCONSIN

GRADING & DRAINAGE PLAN

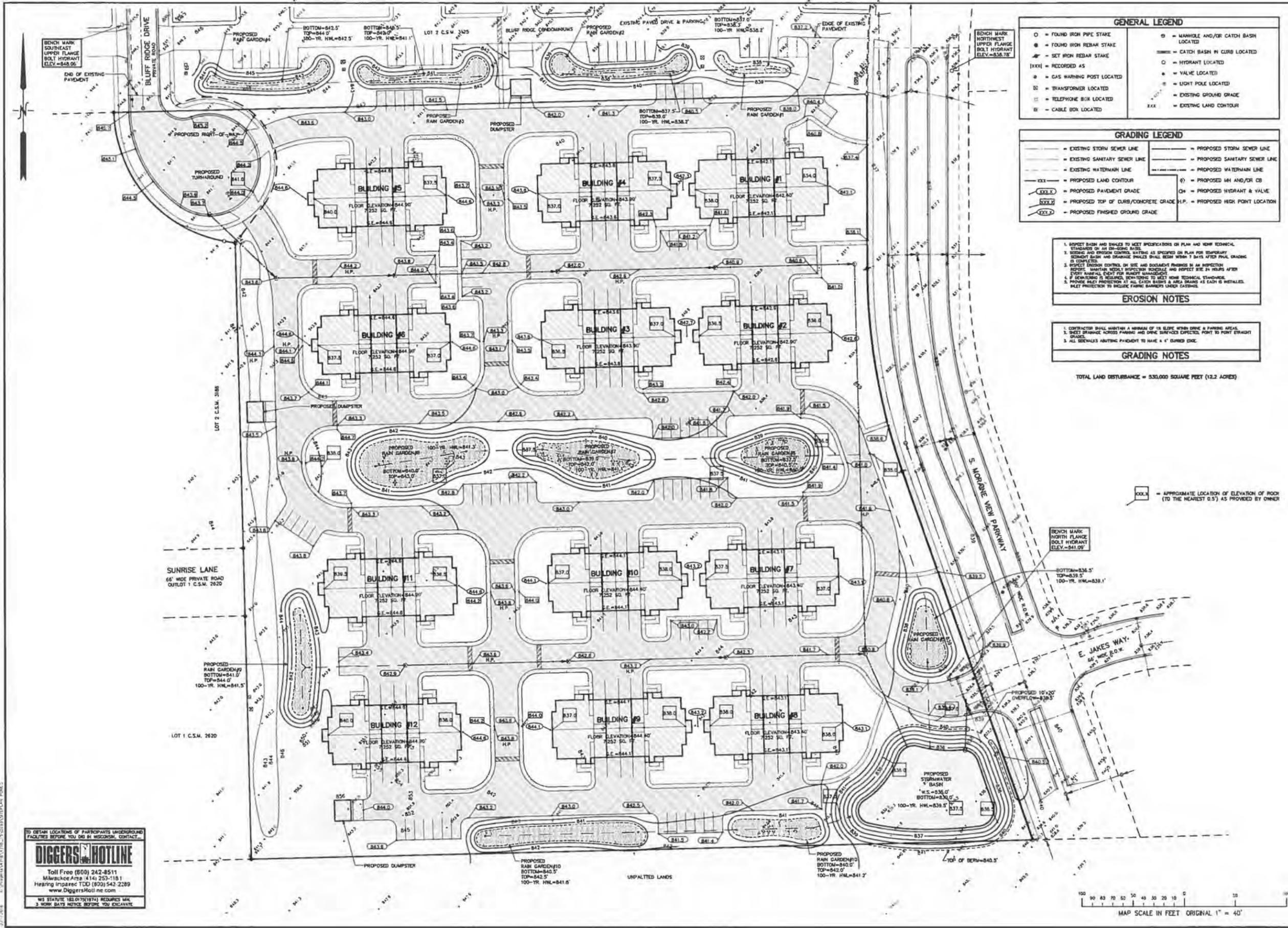
FARRIS, HANSEN & ASSOCIATES, INC.
ENGINEERING - ARCHITECTURE - SURVEYING
7 RIDGWAY COURT P.O. BOX 437
ELKHORN, WISCONSIN 53121
OFFICE: (262) 733-2088 FAX: (262) 733-5886

REVISIONS
1/29/2016-KB
MISC. ADVANCEMENT

PROJECT NO.
4718.15

DATE
01/06/16

SHEET NO.
4 OF 5



GENERAL LEGEND

○ = FOUND IRON PIPE STAKE	⊙ = MANHOLE AND/OR CATCH BASIN LOCATED
⊙ = FOUND IRON STAKE	— = CATCH BASIN IN CURB LOCATED
— = SET IRON REBAR STAKE	○ = HYDRANT LOCATED
[XXX] = RECORDED AS	● = VALVE LOCATED
⊙ = GAS WARNING POST LOCATED	⊙ = LIGHT POLE LOCATED
⊙ = TRANSFORMER LOCATED	— = EXISTING GROUND GRADE
⊙ = TELEPHONE BOX LOCATED	XXX = EXISTING LAND CONTOUR
⊙ = CABLE BOX LOCATED	

GRADING LEGEND

— = EXISTING STORM SEWER LINE	— = PROPOSED STORM SEWER LINE
— = EXISTING SANITARY SEWER LINE	— = PROPOSED SANITARY SEWER LINE
— = EXISTING WATERMAIN LINE	— = PROPOSED WATERMAIN LINE
XXX = PROPOSED LAND CONTOUR	⊙ = PROPOSED MH AND/OR CB
XXX = PROPOSED PAVEMENT GRADE	⊙ = PROPOSED HYDRANT & VALVE
XXX = PROPOSED TOP OF CURB/CONCRETE GRADE	H.P. = PROPOSED HIGH POINT LOCATION
XXX = PROPOSED FINISHED GROUND GRADE	

- EROSION NOTES**
1. INSPECT BASIN AND SHALES TO MEET SPECIFICATIONS ON PLAN AND VIEW TECHNICAL STANDARDS ON AN 8:1-50:1 BASIS.
 2. SEEDING AND EROSION CONTROL MATING IS SPECIFIED ON PLAN FOR EXPOSED SOILS. SEEDING AND DRAINAGE PAILES SHALL BEGIN WITHIN 7 DAYS AFTER FINAL DRAINING IS COMPLETE.
 3. INSPECT EROSION CONTROL ON SITE AND DOCUMENT PROGRESS IN AN INSPECTION REPORT. MAINTAIN WEEKLY INSPECTION SCHEDULE AND REPORT SITE 24 HOURS AFTER EVERY RAINFALL EVENT FOR RUNOFF MANAGEMENT.
 4. DOCUMENTATION IS REQUIRED, DOWN TO MEET VIEW TECHNICAL STANDARDS.
 5. PROVIDE SLEET PROTECTION AT ALL CATCH BASINS & AREA DRAINAGE AS EACH IS INSTALLED. MEET SPECIFICATIONS TO INCLUDE FABRIC BARRIERS UNDER CASINGS.

- GRADING NOTES**
1. CONTRACTOR SHALL MAINTAIN A MINIMUM OF 1% SLOPE WHEN DRIVE & PARKING AREAS.
 2. SLEET DRAINAGE ACROSS PARKING AND DRIVE SURFACES EXPECTED. POINT TO POINT EXHAUST GRADINGS.
 3. ALL SIDEWALKS ADJACENT PAVEMENT TO HAVE A 1" CURVED EDGE.

TOTAL LAND DISTURBANCE = 530,000 SQUARE FEET (12.2 ACRES)

XXX = APPROXIMATE LOCATION OF ELEVATION OF ROCK (TO THE NEAREST 0.5') AS PROVIDED BY OWNER

DIGGERS HOTLINE
Toll Free (800) 242-4511
Milwaukee Area (414) 253-1181
Hearing Impaired TDD (800) 542-2289
www.DiggersHotline.com
WIS STATUTE 182.01(7)(17A) REQUIRES MAX. 2 WORK DAYS NOTICE BEFORE YOU OCCUPANT.

