



CITY OF WHITEWATER PLAN AND ARCHITECTURAL REVIEW
COMMISSION

Agenda

December 12, 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 October 10, 2016.
4.	Hold a public hearing for consideration of a conditional use permit for an automotive shop at 113 E. Main Street for Fabian Lopez.
5.	Review proposed revision of the conditional use for 130 S. Prince Street in regard to impervious surface for Robert E. Freiermuth.
6.	Review modification to the conditional use for an agreement for a lot line adjustment 168 N. Tratt Street from 158 N. Tratt Street prior to sale of either lot for DLK Enterprises (Mike Kachel).
7.	Discussion of Urban Forestry Commission landscape plan recommendations.
8.	Review Design Guidelines for Multi-Family and Plan Development Design Guidelines.
9.	Information Items: a. Possible future agenda items. b. Next regular Plan Commission Meeting – January 9, 2016
10.	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

CITY OF WHITEWATER
PLAN AND ARCHITECTURAL REVIEW COMMISSION
Whitewater Municipal Building Community Room
October 10, 2016

**ABSTRACTS/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL
ACTIONS OF THE PLAN AND ARCHITECTURAL REVIEW COMMISSION**

Call to order and roll call.

Chairperson Meyer called the meeting of the Plan and Architectural Review Commission to order at 6:30 p.m.

Present: Greg Meyer, Tom Hinspater, Lynn Binnie, Sherry Stanek, Bruce Parker, John Tanis (Alternate), Tom Miller (Alternate). Absent: Kristine Zaballos, Daniel Comfort. Others: Chris Munz-Pritchard (City Planner), Wallace McDonell (City Attorney).

Hearing of Citizen Comments. No Comments.

Approval of the Plan Commission Minutes. Moved by Stanek and seconded by Hinspater to approve the minutes of the September 12, 2016 Plan Commission meeting. Motion approved by unanimous voice vote.

Public hearing for consideration for a conditional use permit for the installation of OPGW (Optical Ground Wire) in the road right of way between the University Substation located in the City of Whitewater and the Whitewater Substation located in the Town of Whitewater for American Transmission Company. Chairperson Meyer opened the public hearing.

City Planner Chris Munz-Pritchard explained that the proposed location is being bored under a known shoreland – wetland district. Per code 19.45.030D a conditional use permit is required. Munz-Pritchard recommended the Plan Commission grant conditional approval for the request to allow for a Conditional Use Permit (CUP) to install electrical and gas service between the two substations subject to the following conditions of approval: 1). A letter documenting if DNR approval is not needed and why. 2). Easements must be established to document the utilities. 3). Any other conditions identified by the Plan Commission.

Plan Commission Member Binnie asked what Optical Ground Wire is.

A representative of the American Transmission Company stated that it is fiber optic communication lines so that the substations can communicate with each other. Right now, there are a lot of existing lines that are analog telephone lines. So they are upgrading to everything to fiber optic. When asked who is paying for this upgrade, the representative stated that American Transmission Company is paying for the upgrade.

There were no public comments. Chairperson Meyer closed the public hearing.

Moved by Binnie and seconded by Tanis to conditionally approve the Conditional Use Permit for the installation of OPGW (Optical Ground Wire) in the road right of way between the University Substation located in the City of Whitewater and the Whitewater Substation located in the Town of Whitewater for American Transmission Company with the conditions of the City Planner. Aye: Binnie, Tanis, Parker, Hinspater, Stanek, Miller, Meyer. No: None. Motion approved. (See attached conditional use permit.)

Review proposed extra-territorial 1 lot certified survey map for a separation of the farm structures at N8901 Parker Road for Wilfred and Jean Ludeman. City Planner Chris Munz-Pritchard explained that this survey is part of a much larger parcel. 35 acres is the cut off for farmland preservation.

The representative stated that they had combined two parcels together and are now separating the house from the farmland.

Chairperson Meyer opened the public comment. There were no comments. Chairperson Meyer closed the public comment.

Moved by Binnie and seconded by Tanis to approve the extra-territorial certified survey map for a separation of the farm structures at N8901 Parker Road for Wilfred and Jean Ludeman with the conditions of the City Planner. Aye: Binnie, Tanis, Stanek, Hinspater, Parker, Miller, Meyer. No: None. Motion approved.

Discussion of reduction of paper work. Chris Munz-Pritchard explained that she would like to eliminate the unnecessary paper work put in the Plan Commission member packets. This would include the pages in the applications that are instructions for the applicant for their submittal. If the Plan Commission wanted to see everything, it would be on the City of Whitewater web site in its entirety. The packet or a link to the packet on the web site could be sent by email to Plan Commission members. It will basically be reducing the redundant stuff.

Chairperson Meyer asked about putting the packets on the Chrome books that are available for Board Members at meetings. Plan Commission Member Parker stated that it is sometimes difficult to maneuver back and forth looking for things on the Chrome books.

City Planner Chris Munz-Pritchard said we still have the Chrome books and we could try using them again.

Information Items:

- a. Possible future agenda items. City Planner Chris Munz-Pritchard stated there has been nothing submitted for the next Plan Commission meeting, but applicants can still submit applications through next Monday, October 17, 2016.

Chris Munz-Pritchard also wanted to let the Plan Commission know that the Neighborhood Services Department will be closed on Election Day, November 8, 2016. All employees of the Department will be working at the polls that day.

- b. Next regular Plan Commission Meeting – November 7, 2016.

Moved by Stanek and seconded by Parker to adjourn. The motion was approved by unanimous voice vote. The meeting adjourned at approximately 6:45 p.m.

Chairperson Greg Meyer

DRAFT

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: December 12th 2016
Re: **Item # 4** Proposed a Conditional Use Permit for the existing Automotive Servicing and Repairs at 113 E Main Street for Fabian Lopez.

Summary of Request	
Requested Approvals:	Automotive Servicing and Repairs
Location:	113 E Main Street
Current Land Use:	Auto Repair Garage
Proposed Land Use:	Same
Current Zoning:	B-2 Central Business
Proposed Zoning:	No change.
Comprehensive Plan's Future Land Use:	Community Business

Description of the Proposal:

This is a proposed Conditional Use Permit (CUP) to verify and document the existing use of the Automotive Servicing and Repairs building located at 113 E Main Street. A CUP is required per 19.30.030 F which reads as follows:

1. Automotive servicing and repairs.

The building is located on East Main Street at the intersection of North Jefferson Street and East Main Street. The building itself dates back to 1935. The garage portion was added on in 1973 to accommodate an automotive sales company (Bauer-Zorn Inc. Pontiac). The garage portion of the building is approximately 1,470 square feet. This CUP is to document the use of the garage portion of the building.



PLANNER'S RECOMMENDATIONS:

I recommend the Commission grant *conditional approval* for the request to allow for a Conditional Use Permit (CUP) at 113 E Main Street subject to the following conditions of approval:

1. General requirements for the R-2 district shall apply. This includes but is not limited to:
 - a. Landscaping and Screening
 - b. No vehicle in an inoperable condition shall be stored outdoors for greater than 30 days
 - c. Enclosed trash dumpster.
2. 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: 113 E Main 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 is an existing use.
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 is an existing use.
4. The conditional use conforms to the purpose and intent of the city master (comprehensive) plan.	Yes	This is an existing use.
5. The conditional use and structures are consistent with sound planning and zoning principles.	Yes	This is an existing use.



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

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

NOTICE OF PUBLIC HEARING

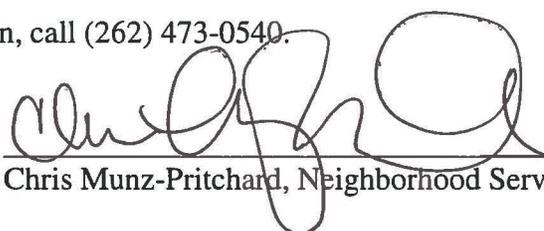
TO ALL INTERESTED PARTIES:

A meeting of the PLAN AND ARCHITECTURAL REVIEW COMMISSION of the City of Whitewater will be held at the Municipal Building, Community Room, located at 312 W. Whitewater Street on the 12th day of December 2016 at 6:30 p.m. to hold a public hearing for consideration of a Conditional Use Permit for an automotive shop to be located at 113 E. Main Street for Fabian Lopez.

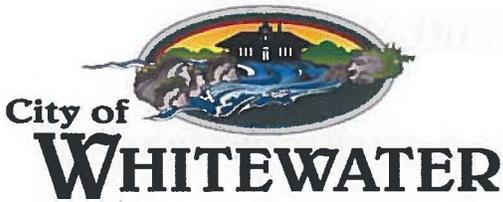
The proposal is on file in the office of the Zoning Administrator at 312 W. Whitewater Street and is open to public inspection during office hours Monday through Friday, 8:00 a.m. to 5:00 p.m.

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	Address2	City	State	Zip
/A 29600002	CITY OF WHITEWATER 'PUMP HOUSE'		312 W WHITEWATER ST		WHITEWATER	WI	53190-0000
/A 70900001	FORT COMMUNITY CREDIT UNION		800 MADISON AVE	PO BOX 160	FT ATKINSON	WI	53538-0000
/BIRW 00001	FRAWLEY ENTERPRISES WHITEWATER		PO BOX 630		WHITEWATER	WI	53190-0000
/BIRW 00002	RODERICK O DALEE	MARY M DALEE	269 N FRANKLIN ST		WHITEWATER	WI	53190-0000
/ES 00007	D&R PARTNERSHIP LLC		PO BOX 266		WHITEWATER	WI	53190-0000
/TR 00001	CITY OF WHITEWATER		312 W WHITEWATER ST		WHITEWATER	WI	53190-0000
/TR 00002	CITY OF WHITEWATER		312 W WHITEWATER ST		WHITEWATER	WI	53190-0000
/TR 00003	CITY OF WHITEWATER		312 W WHITEWATER ST		WHITEWATER	WI	53190-0000
/TRA 00001	RUTH WALTON RENTALS LLC	OF WHITEWATER CITY	612 STONEFIELD LN		WHITEWATER	WI	53190-0000
/TRA 00002	RUTH WALTON RENTALS LLC	OF WHITEWATER CITY	612 STONEFIELD LN		WHITEWATER	WI	53190-0000
/TRA 00003	DONNA J HENRY		347 S JANESVILLE ST		WHITEWATER	WI	53190-0000
/TRA 00004	BLGL LLC		1691 MOUNDVIEW PL		WHITEWATER	WI	53190-0000
/TRA 00005	BILHORN PROPERTIES II LLC		282 NORTHSIDE DR		MILTON	WI	53563-0000
/TRA 00007	SHIRLEY M OLSEN TRUST		118 N CHERRY ST		WHITEWATER	WI	53190-0000
/TRA 00008	BRAD A SCHULTZ	MICHELLE L SCHULTZ	124 N CHERRY ST		WHITEWATER	WI	53190-0000
/TRA 00014	JOHN D HAPKA	SHIRLEY HAPKA	121 N JEFFERSON ST		WHITEWATER	WI	53190-0000
/TRA 00015	RUSSELL R WALTON	KIMBERLY A WALTON	1005 W MAIN ST	SUITE C	WHITEWATER	WI	53190-0000
/TRA 00032	DEAN L ZWEIFEL		547 S EHLERT CT		WHITEWATER	WI	53190-0000
/TRA 00033	DEAN L ZWEIFEL		547 S EHLERT CT		WHITEWATER	WI	53190-0000
/TRA 00036	EA INVESTMENTS INC		1127 PRAIRIE DR	STE 100	RACINE	WI	53406-0000
/TRA 00037	CHICAGO MILWAUKEE ST PAUL RAILROAD				WHITEWATER	WI	53190-0000
/TRA 00038	RICHARD H KRAUS JR TRUST	PAMELA T KRAUS TRUST	N8039 HWY 89		WHITEWATER	WI	53190-0000
/TRA 00039	LAND & WATER INVESTMENTS LLC		503 CENTER ST		LAKE GENEVA	WI	53147-0000
/TRA 00040	LAND & WATER INVESTMENTS LLC		503 CENTER ST		LAKE GENEVA	WI	53147-0000
/WUP 00255	R&B BRASS RAIL CORP		130 W MAIN ST		WHITEWATER	WI	53190-0000
/WUP 00256	CITY OF WHITEWATER		312 W WHITEWATER ST		WHITEWATER	WI	53190-0000
/WUP 00257	CITY OF WHITEWATER		312 W WHITEWATER ST		WHITEWATER	WI	53190-0000
/WUP 00257A	DONNA JOANNE HENRY		347 S JANESVILLE ST		WHITEWATER	WI	53190-0000
/WUP 00257B	CITY OF WHITEWATER 'PUMP HOUSE'		312 W WHITEWATER ST		WHITEWATER	WI	53190-0000
/WUP 00258	LAKELAND PROPERTY MANAGEMENT		W312 S9003 MOCCASIN TR		MUKWONAGO	WI	53149-0000
/WUP 00261	CITY OF WHITEWATER		312 W WHITEWATER ST		WHITEWATER	WI	53190-0000
/WUP 00266	DONNA JOANNE HENRY		347 S JANESVILLE ST		WHITEWATER	WI	53190-0000
/WUP 00321	STATE OF WISCONSIN DEPT OF TRANSPORTATION				MADISON	WI	53702-0000
/WUP 00321A	STATE OF WISCONSIN DEPT OF TRANSPORTATION				MADISON	WI	53702-0000
	Fabian Lopez		1227 W PENINSULA LANE		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: 113 E Main Street
Owner's Name: Fabian López
Applicant's Name: Same
Mailing Address: 1227 Peninsula Ln. Whitewater WI 53190.
Phone #: 262 472 02 97 Email: _____
Legal Description (Name of Subdivision, Block and Lot of other Legal Descriptions): _____

Existing and Proposed Uses:

Current Use of Property: _____
Zoning District: B-3
Proposed Use: N/A

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 is the same as before
B. That utilities, access roads, parking, drainage, landscaping, and other necessary site improvements are being provided.	Same
C. That the conditional use conforms to all applicable regulations of the district in which it is located, unless otherwise specifically exempted by this ordinance.	yes
D. That the conditional use conforms to the purpose and intent of the city Master Plan.	yes

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

Applicant's Signature: 

Date: 11-10-2016

Printed: Fabian Lopez

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 _____. Received by: _____ Receipt #: _____
- 2) Application is reviewed by staff members.
- 2) Class 1 Notice published in Official Newspaper on 12-8-16.
- 3) Notices of the Public Hearing mailed to property owners on 11-28-16.
- 4) Plan Commission holds the PUBLIC HEARING on 12-12-16. 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: Fabian Lopez

Applicant's Mailing Address: 1227 Peninsula Ln whitewater
wis 53190.

Applicant's Phone Number: 262 472 0297

Applicant's Email Address: 1227 Peninsula Ln. whitewater wis 53190

Project Information:

Name/Description of Development: Auto Mechanic.

Address of Development Site: _____

Tax Key Number(s) of Site: _____

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.....	\$ _____	<i>wave</i>
B. Expected Planning Consultant Review Cost	\$ _____	
C. Total Cost Expected of Applicant (A+B)	\$ _____	
D. 25% of Total Cost, Due at Time of Application.....	\$ _____	

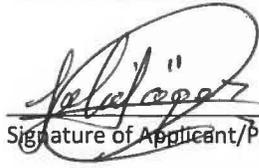
E. Project Likely to Incur Additional Engineering or Other Consultant Review Costs? < Yes < No

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)

 Printed Name of Applicant/Petitioner

 Printed Name of Property Owner (if different)

 Date of Signature

 Date of Signature

MEMORANDUM

To: City of Whitewater Plan and Architectural Review Commission
From: Chris Munz-Pritchard City Planner
Date: December 12th 2016
Re: **Item # 5** Amendment to original Conditional Use Permit issued on July 11th 2016 for the conversion of a Duplex (two-family attached dwelling) into a multi-family home per Section 19.21.030 at 130 S Prince Street (/WUP 00188) for Robert E Freiermuth.

Description of the Proposal:

A Conditional Use permit was issued for this project on July 11th 2016 for Section 19.21.030 of the R-3 Multi Family Residence zoning district. The approval included a conversion of a duplex (two-family attached dwelling) to a Multi-family (six units). Please see attached planners report for more detail.

Change to Planner Recommendations:

This is an amendment to original CUP on July 11th 2016. The approved proposal is for the conversion of a Duplex (two-family attached dwelling) into a multi-family home per Section 19.21.030 at 130 S Prince Street (/WUP 00188) for Robert E Freiermuth. The original recommendation that needs to be amended read as follows.

7. Not more than 40% of the rear yard may be an impervious surface except as a conditional use. There is not enough information to calculate the amount of impervious surface in the rear of the building.

After the consultant reviewed the project they found it was not a feasible to limit the amount of impervious surface to under 40% in the rear. I am asking that we amend the original CUP to include approval of over 40% pending engineering approval.

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: July 11th 2016

Re: **Item # 9** Proposed conversion of a Duplex (two-family attached dwelling) into a multi-family home per Section 19.21.030 at 130 S Prince Street (/WUP 00188) for Robert E Freiermuth.

Summary of Request		
Requested Approvals:	Proposed conversion of a Duplex (two-family attached dwelling) into a multi-family home	
Location:	130 S Prince Street	
Current Land Use:	Single Family Home	
Proposed Land Use:	Duplex (two-family attached dwelling)	
Current Zoning:	R-3 Multi-family 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-1 One Family Residence
	South:	
	R-3 Multi Family Residence	

Description of the Proposal:

The proposed project requires a Conditional Use per Section 19.21.030 of the R-3 Multi Family Residence zoning district. This proposal is the conversion of a duplex (two-family attached dwelling) to a Multi-family (six units).

Minimum lot size (19.21.040) for this proposed multi-family attached dwelling is 20,400 square feet. The lot size is approximately 33,788 square feet or .78 acres. Minimum lot width (19.21.050) is 100 feet. The current property line is listed at 115 feet.

A CUP was issued on December 13th 2009, the request was for a Two story addition to existing duplex-adding bedrooms and baths to each level, making each unit 5 to 6 bedrooms and 2 baths w/laundry facilities for each unit.

PLANNER'S RECOMMENDATIONS:

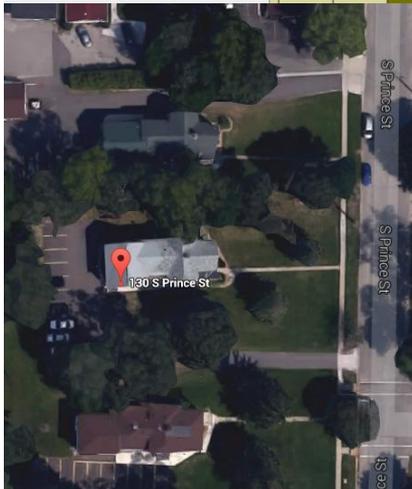
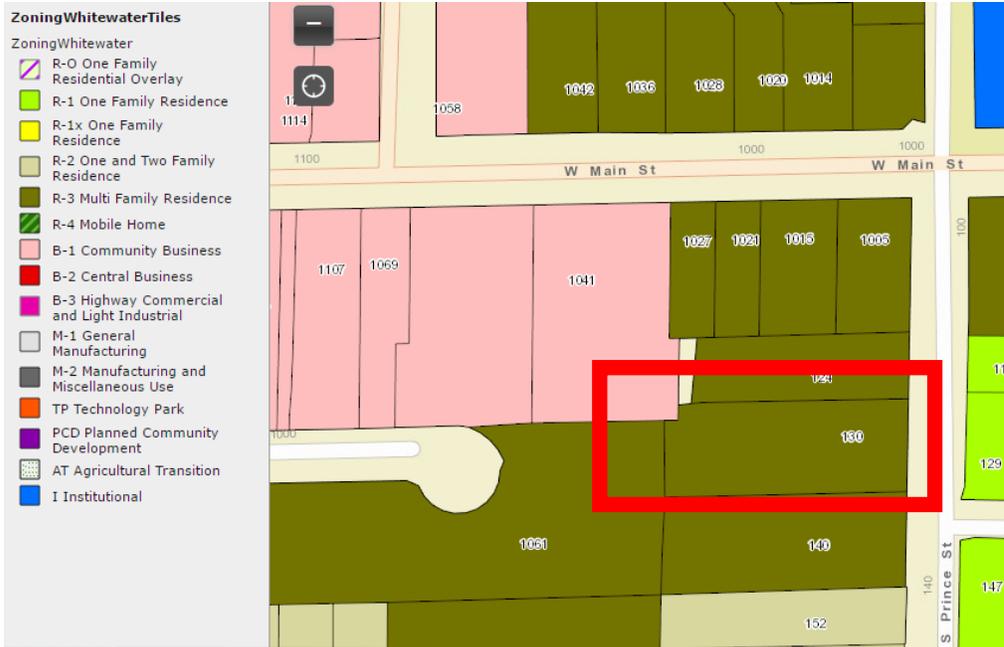
I recommend the Plan and Architectural Review Commission grant *conditional approval* for the requested modification to the building exterior at 130 S. Prince Street, subject to the following conditions of approval:

1. The minimum parking stall requirement is 21 stalls. The site plan for parking is provided in the rear of the building sharing with an adjacent building. It is my recommendation that all stalls be documented with an easement tying the stalls to each property. The easement is to be recorded and an exhibit of the easement is to be attached.
2. A buffer screening is to be placed around the proposed parking area (19.51.070). This will require the approval of landscaping plans.
3. The exterior of the building needs to be consistent when finished. The finished building is to have the same color and material on both the existing and the addition.
4. The utilities laterals will need to be upsized to meet the increased demand.
5. These plans will require engineering approval.
6. This building will need state approved plans.
7. Not more than 40% of the rear yard may be an impervious surface except as a conditional use. There is not enough information to calculate the amount of impervious surface in the rear of the building.
8. Three hundred fifty (350) square feet of usable open space shall be required for each dwelling unit for structures. The open space needs to be shown on the plans and meet the definition of open space per 19.21.070 of City Code.

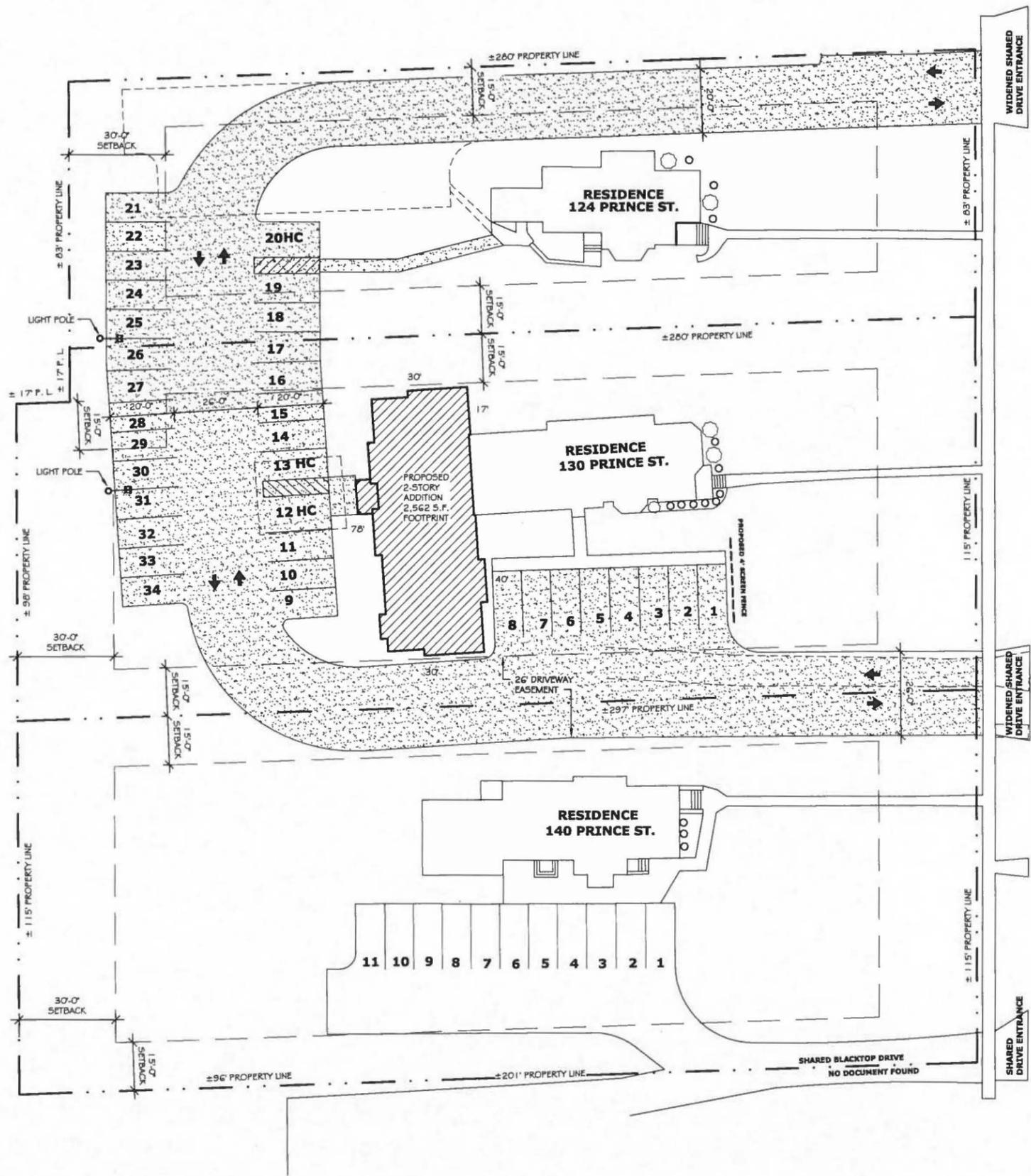
Usable Open Space. Usable open space is that part of the ground level of a zoning lot, other than in a required front or corner side yard, which is unoccupied by driveways, drive aisles, service drives, off-street parking spaces and/or loading berths and is unobstructed to the sky. This space of minimum prescribed dimension shall be available to all occupants of the building and shall be usable for greenery, drying yards, recreational space, gardening and other leisure activities normally carried on outdoors. Where and to the extent prescribed in these regulations, balconies and roof areas,

designed and improved for outdoor activities, may also be considered as usable open space. The usable open space shall be planned as an assemblage or singularly designed area that maximizes the size for open space usage.

9. Any other conditions identified by City Staff or the Plan Commission.







HSI RENTALS

130 S. Prince Street

Whitewater, WI 53190

DRAWING INDEX:

- SP-1 SITE PLAN, DRAWING INDEX
- SP-2 SITE LIGHTING PLAN
- A-1 MAIN FLOOR PLAN
- A-2 UPPER FLOOR PLAN
- A-3 ROOF PLAN
- A-4 ELEVATIONS
- A-5 ELEVATIONS

PROJECT DESCRIPTION:

PROPOSED 2-STORY ADDITION 2,562 S.F.

ALL LOTS ARE ZONED R-3 MULTIFAMILY RESIDENCE

124 Prince Street

Site Information:

PROPOSED	
LOT AREA:	23,159 S.F. (0.53 ACRE)
BLDG FOOTPRINT AREA:	1,435 S.F. (6.2%)
PARKING/PAVEMENT AREA:	7,976 S.F. (34.4%)
SIDEWALK AREA:	614 S.F. (2.7%)
GREEN SPACE AREA:	13,134 S.F. (56.7%)

130 Prince Street

Site Information:

PROPOSED	
LOT AREA:	33,788 S.F. (0.78 ACRE)
BLDG FOOTPRINT AREA:	4,409 S.F. (13.0%)
PARKING AREA:	11,147 S.F. (33.0%)
SIDEWALK AREA:	654 S.F. (2.0%)
GREEN SPACE AREA:	17,578 S.F. (52.0%)

140 Prince Street

Site Information:

PROPOSED	
LOT AREA:	34,268 S.F. (0.79 ACRE)
BLDG FOOTPRINT AREA:	2,185 S.F. (6.4%)
PARKING/PAVEMENT AREA:	7,830 S.F. (22.8%)
SIDEWALK AREA:	1,040 S.F. (3.1%)
GREEN SPACE AREA:	23,213 S.F. (67.7%)

ALL DRAWINGS ARE
1/2 SCALE SHOWN

HSI RENTALS
130 Prince Street
Whitewater, WI. 53190

DRAWING NAMES

SITE INFORMATION
SITE PLAN

REVISIONS

PROJECT DATA

DATE: 6/11/2016
DRAWN BY: JHCL
CHECKED BY: P.W.

SHEET NO.

SP-1

PRELIMINARY
NOT FOR
CONSTRUCTION

MEMORANDUM

<input type="checkbox"/>	Information Only	
<input checked="" type="checkbox"/>	Project Specific	1407.701
<input type="checkbox"/>	Policy Memo	

TO: Chris Munz-Pritchard, Neighborhood Services Director
FROM: Mark K. Shubak, P.E., Mark A. Fisher, P.E.
DATE: December 7, 2016
RE: HSI Rentals - 130 South Prince Street

We have reviewed documents submitted for the HSI Rentals project at 130 South Prince Street. We have the following comments:

General:

1. In addition to the existing parking stalls located on the south side of 140 South Prince Street, a total of 34 parking stall will be provided on site. This should be evaluated with the proposed building occupancies to determine if the amount of parking is appropriate.
2. The depth of the parking stalls for the rear yard parking lot is shown as 20 feet. The depth of the parking stalls along the south side of 130 South Prince Street is not identified, but appears to be about 25 feet. This seems excessive.
3. The width of the new driveway along the north side of 124 South Prince Street is identified as 20 feet. The width of the access aisle in the rear parking lot and the new driveway along the south side of 130 South Prince Street is identified as 26 feet, which seems excessive.
4. Both the north and south driveways are being widened, which will result in additional runoff running across the public sidewalk along Prince Street in both locations. We recommend the driveways be graded to direct the runoff to sidewalk flumes which will convey runoff under the sidewalk and into the curb and gutter.
5. The plans indicate both driveway aprons on Prince Street will be widened. The aprons and the sidewalk across the driveways should be completely replaced as concrete meeting city standards (7-inch minimum thickness). Remove and replace curb and gutter as needed for driveway widening.
6. The new north driveway connection to Prince Street is being widened. It is also immediately adjacent to an existing driveway to the north, resulting in a driveway width of 40 feet. We recommend shifting the east end of the new north driveway to the south to provide separation/buffer between the two driveways.
7. The new south driveway connection to Prince Street is being widened to the south and will conflict with the crosswalk and curb ramp associated with the sidewalk on the north side of Conger Street.
8. Stop signs are recommended at driveway exits onto Prince Street.
9. Additional information/details should be provide regarding sanitary sewer and water services for the building addition at 130 Prince Street.

10. It is recommended that silt fence be placed around the entire perimeter of the proposed infiltration basin to protect it from construction sediment.

Stormwater Management

1. The stormwater management calculations provided indicate that the City's stormwater quantity and quality requirements are generally being met.
2. The applicant has completed and submitted the City's standard stormwater and erosion control permit applications and checklists and they appear to be acceptable.
3. The applicant has indicated that the total proposed impervious area for the three combined lots is 37,450 square feet. The stormwater utility billing database should be updated, accordingly.
4. The proposed stormwater infiltration basin should be placed within a recorded stormwater/drainage easement (repeated comment). The applicant has indicated that the owner's surveyor will be preparing legal documents to address this comment.
5. The applicant has submitted a draft of the stormwater maintenance agreement. However, a stormwater maintenance plan for the proposed stormwater facility was not included in the submittal. This is referenced as Attachment A in the agreement document.

Design Guidelines for Multi-Family and Plan Development.

A. Building Placement.

1. Buildings should be oriented towards and respond to adjacent public streets, courtyards and other public spaces.
2. Buildings should be placed parallel to the street edges when possible, or perpendicular to the street if arranged around a courtyard or other open space.
3. If buildings are substantially setback from the street, decorative fences, walls and/or landscape elements should be used to reinforce the street edge, enhance the pedestrian experience and maintain the privacy of residential units. The setback space can be treated as a courtyard.

B. Parking and circulation.

1. Parking should not be located in the front yard of multi-family units.
2. Parking areas should be located in under-building structures or in separate garages and/or surface parking lots located at the back or sides of buildings. Parking lots should not be placed at street corners. Shared parking and access solutions are encouraged.
3. Street facing garage doors are strongly discouraged, however they may be used on a limited basis for access to under building parking or where site conditions make access from the rear or side impractical. Street facing garage doors should be placed behind the front building facade, and should be designed and constructed of like materials of the principal structure.
4. Parking lots should be organized as simple geometric shapes with strong edges of landscaping, decorative fences/garden walls, and lighting to provide screening from adjacent streets, public spaces, and residential uses.
5. Pedestrian walks should be incorporated into all site plans. Walks at least five feet wide should be provided to connect buildings to one another, connect parking areas to buildings, and as connections between sites.

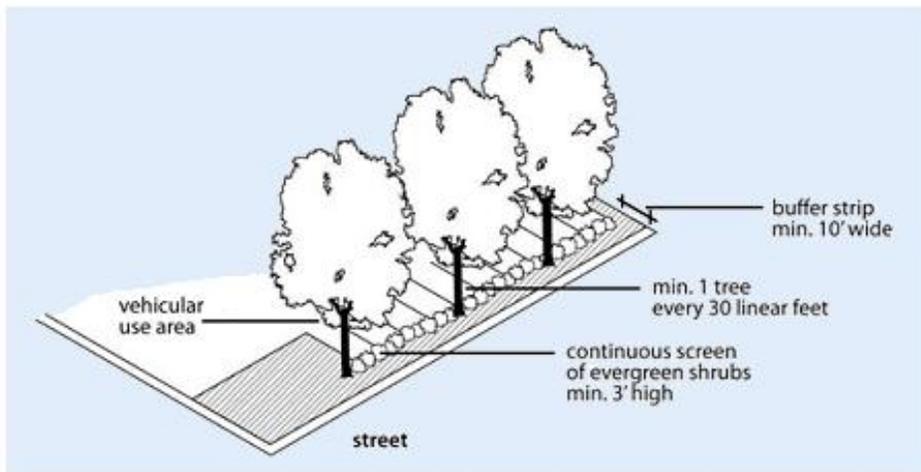
C. Service and loading areas.

1. Service and utility areas should be inside the building or integrated into the architecture of the building.
2. When service areas are located externally to the building they should be enclosed or screened from the public view with decorative fences, walls and/or landscaping.
3. Dumpsters shall be completely screened from view by wooden fencing or evergreen plantings.

4. When economically feasible, utilities should be buried and located at the rear or side lot lines. Meters and transformers should be placed at the side or rear of lots and screened from public view with decorative fencing, walls and/or landscaping.

D. Landscape.

1. A landscape plan must be submitted. Site landscaping should be organized to accent architecture, enhance outdoor spaces and the street, buffer between uses and screen less desirable features such as utilities, parking areas, refuse zones, and loading areas. Landscape elements should be used to create amenities for residents, neighboring uses and the general public.
2. Paved parking areas should be landscaped. Plantings should be planted in and around the paved area with emphasis on screening of surface lots from adjacent uses and public streets.
3. The creation of buffers and screening between incompatible uses is important. Sufficient dense landscaping such as tree plantings, shrubs, garden walls, hedges, fences and berms should be used where screening from adjacent uses is appropriate.

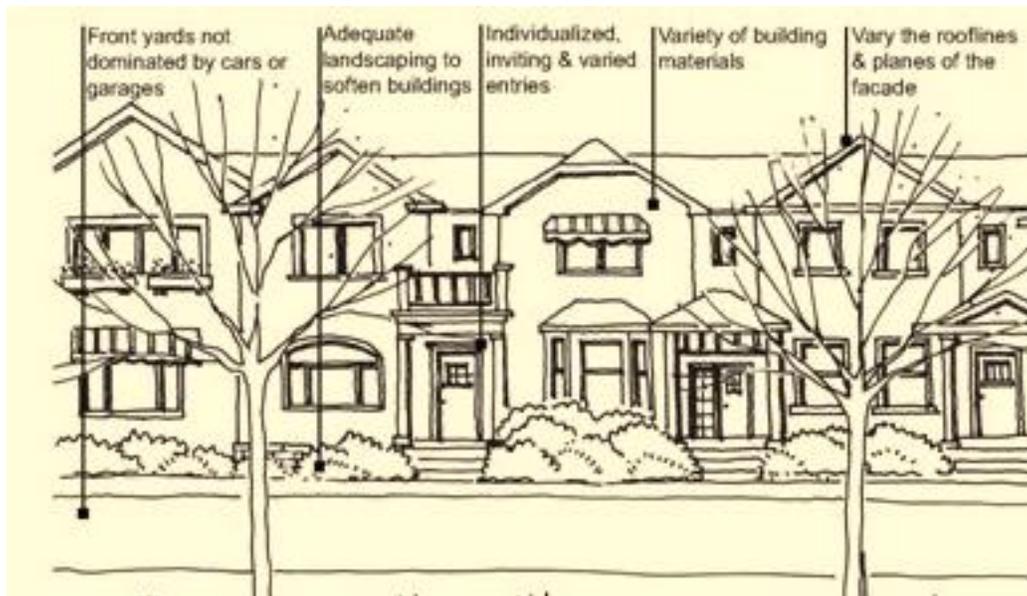


E. Architecture.

1. Base, middle, top. Buildings should be comprised of a visually distinct base, middle and top. Adopting a base-middle-top strategy provides a flexible method for relating the building to the pedestrian experience (base), to the surrounding architecture (middle), and an opportunity for unique identity where the building meets the sky (top). Expression of the elements should be handled through changes in planes, materials, horizontal bands, cornices, and varied window openings.



2. Rhythm. Building facades should display rhythm through the recurrence of certain building elements. These patterns often reflect the building's repetitive structural bays; this does not apply to developments that consist of many multi-family units, as diversity and uniqueness is encouraged therein.
3. Massing. Buildings should be comprised of a series of residential masses and forms to reflect the individual units and give the building scale and visual appeal. Recess/projections, distinct building components, and varying heights and roof forms are encouraged. Consider the use of one, two and three story buildings to accomplish differential massing adding character to the neighborhood.
4. Proportion. Building massing and components should demonstrate proportional consistency (in height to width) to provide balanced appearance. Buildings with vertically proportioned components (height greater than width) are encouraged to avoid squat-appearing buildings.



5. Facade Layering. Elevations should be articulated in ways that give the appearance of multiple facade layers which add depth and avoid the appearance of flat residential facades. Suggested techniques include: wall plane projections, porches, balconies, bay windows, roof projections and extending roof eaves.
6. New construction should take into account the scale and character of any historic buildings in the adjacent area.
7. Side elevations. Visible side elevations should incorporate the use of scale providing features including horizontal banding, columns, sills, lintels and other features that emphasize window openings, changes in color, material or texture.
8. Form and roof. New buildings and additions should be designed with simple rectangular volumes, accented by other shapes as details. Cylindrical, pyramidal, and other elaborate forms as the main building are not appropriate. Sloped roof forms are appropriate; flat roofs shall not be used.
9. Corner buildings (corners of public roads). These buildings should define the intersection with distinctive architectural character. Features could include towers, rounded walls, recessed entries or other unique features.

F. Entryways.

1. Each building should have at least one pedestrian entrance facing a public street, publicly accessible courtyard or plaza or other public space. That entrance should be easily identified and emphasized through the use of architectural details and/or other treatments such as awnings, canopies or porches. Ground level units are encouraged to have connections to the parking lot via a pedestrian walk.
2. To help create an interesting visual experience along the street, the use of building elements such as steps, porches, stoops, bays, canopies, awnings, and balconies are encouraged.
3. Buildings located at the intersection of roadways should be designed with angled entrances at the corner.
4. Special paving treatments may be used to define the entry.
5. Entries should be centered on the façade and be highly ‘transparent.’ Solid doors are discouraged (glass is encouraged).

G. Signage and lighting.

1. All signage shall meet the requirements of Chapter 19.54 of City code.
2. Exterior lighting should enhance building architecture, reinforce entries, and illuminate pedestrian routes. Site lighting should be subdued and pedestrian in scale.
3. Energy conservation and efficiency should also be considered.

H. Materials and colors.

1. Building materials. Acceptable materials for all sides of buildings (aside from glass windows) include common size brick, native stone (i.e. limestone, fieldstone, lannon stone), cement board siding, and wood siding.
2. Rear elevations. When a rear façade faces a street, the rear façade should be designed as a front façade. When the rear façade is highly visible to the public, the rear elevation should be designed as a side or front façade.
3. Roof materials. Acceptable roofing materials include clay tiles, wood shingles, slate, asphalt shingles, and metal tiles. “Green roofs” composed of organic materials are an acceptable option in new construction.

I. Outdoor spaces and amenities.

1. The creation of on-site green spaces and public/private courtyards is encouraged. When possible, plazas, sitting areas, or other public spaces should be incorporated into site plans as amenities to the residents and the public. Trees, trellises or similar shade elements to be designed into a courtyard are encouraged.
2. Patios, plazas, mini-parks, squares and greens should be proportionate in size to the development.
3. Balconies should be appropriately scaled and incorporated into the overall design of the building.