CITY OF WHITEWATER PLAN AND ARCHITECTURAL REVIEW COMMISSION

Agenda

March 14, 2016

City of Whitewater Municipal Building

Community Room

312 W. Whitewater St., Whitewater, Wisconsin

6:30 p.m.

***As of 8:30 a.m. March 14, 2016, item # 7 has been postponed.**

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| 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 and February 8, 2016. |
| 4. | Informational update on the designation of the Starin Park Water Tower as a local Landmark. |
| 5. | Hold a public hearing for a Conditional Use Permit to allow for a pylon sign to be located at 1184 W. Main Street for Advanced Auto Parts (Dave Herbeck). |
| 6. | Hold a public hearing for consideration of a Conditional Use Permit to allow for the keeping of horses at 509 S. Franklin Street Thayer and Anne Coburn. |
| *7. | Hold a public hearing for consideration of a change of the District Zoning Map for the parcel at 707 W. Walworth Ave. (Tax Parcel # /HA 00001) to enact an ordinance to change from B-1 (Community Business) Zoning District to R-3 (Multi-family Residence) Zoning District classification under Chapter 19.21 of the Zoning Ordinance of the City of Whitewater. The owners of the property are Ronald B. Walenton and Rebecca R. Walenton. |
| 8. | Update in regard to the requirement of common space square footage per person for the R-2A Overlay Zoning - Chris Grady. |
| 9. | Information Items:<br>a. Possible future agenda items.<br>b. Next regular Plan Commission Meeting – April 11, 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,

CITY OF WHITEWATER
PLAN AND ARCHITECTURAL REVIEW COMMISSION
Whitewater Municipal Building Community Room
January 11, 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, Bruce Parker, Lynn Binnie, Tom Hinspater, Kristine Zaballos, Sherry Stanek, Daniel Comfort. Absent: None. Others: Wallace McDonell (City Attorney), Chris Munz-Pritchard (City Planner).

**Hearing of Citizen Comments.** There were no comments.

**Approval of the Plan Commission Minutes.** Moved by Zaballos seconded by Binnie to approve the minutes of November 9, 2015. Motion approved by unanimous voice vote.

**Review Landscaping Policy – Chuck Nass.** Chuck Nass is the Parks & Streets Superintendent and the City Forester. He is also the City Staff person on the Urban Forestry Commission. The Urban Forestry Commission will take a look at proposed landscaping plans for a project and will make suggestions. One of the most important things in the Landscaping Guidelines is the use of the term "must" in the document. "Must" reflects the zoning ordinance requirements that are mandatory. On page 2 – Street Frontages.; new development must plant one deciduous tree for each 35 feet along each side of a street right-of-way. If big diameter trees are removed from a property due to new development and they cannot be replaced, the developer can be required to put dollars in a fund to pay for trees to be planted elsewhere. A 4 inch in diameter tree is a nice sized tree. They are well growing established trees, the largest to be able to successfully move. A developer should do whatever they can to keep the existing trees on the property. One large deciduous tree and 60 points of additional landscaping should be planted for each 1,500 square feet of paved area which is about the same amount of space required for five parking spaces plus a driveway. The requirement of 160 points of landscaping for new development is not new. It is the way of what is coming. The plantings help reduce the stormwater runoff.

City Planner Chris Munz-Pritchard stated that she has been taking the landscaping plans to the UFC to get recommendations and it has worked very well.

Plan Commission Member Stanek added that with the UFC reviewing the landscaping plans, it will eliminate invasive species and encourage plants that are native to Wisconsin. There are plant lists available that can help with substituting plants for what is often proposed.

Plan Commission Members voiced concerns of developers getting to the Plan Commission as a last stop, should try whenever possible to handle landscaping plans beforehand as landscaping is

a component of a conditional use permit. Should have conversations about saving existing trees early in the process; if landscaping point system requirements cannot be met, funds should be paid to the forestry fund.

The Forestry Commission meets the 4th Tuesday of each month. Chuck Nass stated that he could review a plan if there isn't time to get it to the Urban Forestry Commission prior to the Plan Commission meeting. Chuck Nass would let the Urban Forestry Commission know.

A tracking pad and silt fencing are very important to have in any development. A tracking pad keeps the soil etc. from clinging to tires of vehicles and tracking out into the street areas. The silt fencing keeps the soil from washing away and getting into the storm sewers. Both the tracking pad and the silt fencing must be installed correctly. For the tracking pads, Geotextile fabric goes down first. It separates the gravel from being ground into the soil. Gravel is put on top of the fabric. The silt fencing must have 12 inches of the Geotextile fabric buried in a trench and firmly attached to the post. Fabric is to extend 24 inches above ground. Developers need plans to do things properly.

**Public hearing for consideration of a Conditional Use Permit (tavern and other places selling alcohol by the drink) for Jimmie's Classic Italian Beef, James Migliorisi (Agent), to serve beer (Class "B" Beer License) and wine (Class "C" Wine License by the bottle or glass at 535 E. Milwaukee Street, to include the outdoor café area.** Chairperson Meyer opened the public hearing.

City Planner Chris Munz-Pritchard explained that there are no modifications being made to the site. Since she wrote her report, the proposal has been updated to include the outdoor café in the conditional use permit. The hours of operation are from 11 a.m. to 10 p.m. The outdoor area is to be roped.

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

Plan Commission members voiced concerns of: controlling the alcohol on the patio, it is a pretty open space; there are sidewalk cafés in the downtown area that just have roping to designate the area which the business has people monitoring; are there cameras set up to keep track of this area?

Plan Commission Member Binnie stated that this proposal will go to the Alcohol Licensing Committee prior to going to Council. They review the situation thoroughly and usually require an employee outside when alcohol is being served.

Jim Migliorisi, owner of the business, stated that he does have a surveillance camera for the outdoor area which can be monitored from his office and the employees have a monitor they can watch also.

Moved by Stanek and seconded by Binnie to approve the conditional use permit with the City Planner recommendations. Aye: Stanek, Binnie, Hinspater, Comfort, Zaballos, Parker, Meyer. No: None. Motion approved.

**Review proposed certified survey map to add 65 feet to property line from adjoining property to the west of the Prairie Village Subdivision for Fairhaven Corporation.** City Planner Chris Munz-Pritchard explained that this proposed certified survey map is for a change to the original Planned Development (PD). The plan is to add 65 feet to the west from their existing lot line to accommodate future buildings on the north side of Acorn Ridge. She recommended that any utilities located outside of the road way need to have easements added; and include any other conditions identified by the Plan Commission.

Plan Commission Member Parker asked if that land had been annexed to the City of Whitewater. City Attorney McDonell stated that it had been annexed.

Moved by Parker and seconded by Comfort to approve the certified survey map to add 65 feet from the adjoining property to the west of the Prairie Village Subdivision for Fairhaven Corporation subject to the City Planner conditions. Aye: Parker, Comfort, Hinspater, Zaballos, Stanek, Meyer. No: None. Abstain: Binnie. Motion Approved.

**Review proposed two lot certified survey map for land located along Whitewater Street to divide the land along W. Whitewater Street for Home Lumber (Chris Hale).** The discussion of this item was included with the following item.

**Public hearing for a conditional use permit in a B-3 Zoning District for a cold storage building addition to the existing building at 439 W. Whitewater Street for Home Lumber (Chris Hale). The building addition will be 15 feet from the Railroad Right of Way.** Chairperson Meyer announced the review of the proposed certified survey map and opened the public hearing for consideration of a conditional use permit in a B-3 Zoning District for a cold storage building addition to the existing building at 439 W. Whitewater Street for Home Lumber (Chris Hale). The building addition will be 15 feet from the Railroad Right of Way.

City Planner Chris Munz-Pritchard explained that a conditional use permit is required to have a 15 foot setback to any railroad right-of-way. While lumberyards are considered a permitted use, warehousing is considered a conditional use even though it is something that would be associated with this type of activity. Munz-Pritchard noted that there was an agreement with the city for truck loading and unloading off of Tripp Street. She would like this agreement better documented.

City Planner Munz-Pritchard stated the conditional use permit could be with review of building elevations if that is what the Plan Commission wants.

Plan Commission Member Parker asked about the procedure and if this should have come to the Plan Commission as conceptual review. It is important to have elevations of the building showing windows and doors. It should be done to protect the residents in this area.

Plan Commission Member Binnie stated that a cold storage building (warehouse) was already approved there. This is just an extension of that building. So the only reason to come to Plan

Commission is for the building to be 15 feet from the railroad right-of-way. Binnie had no problem with Chris Munz-Pritchard reviewing the elevations of the proposed building.

Chris Hale explained that the building would be a post frame building. He had no problem making it fit into the City plan. He would upgrade the façade. This addition will upgrade the appearance on Tripp Street; what is outside will now be inside the building.

Plan Commission Member Zaballos asked that when Home Lumber makes an improvement that they keep in mind that this is a main artery to the City and it is a transitional neighborhood.

Russ Rogers, resident of Whitewater Street, asked about 2004 when they wanted to keep the Kitchen and Bath Store, if they kept it, they would be over the maximum size to build on the lot. Is this the case? Will there be other overhead doors on the building? He also voiced concern of looking at a big flat wall.

City Planner Munz-Pritchard stated that the plans will need approval from the City Engineer for stormwater run-off.

Chris Hale stated there would be a small overhead door facing the Kitchen and Bath Store. There will be no driveway other than the loading dock. He will agree to all UFC landscaping recommendations and City Engineer requirements.

Plan Commission Member Parker stated that lot coverage, drainage and railroad visibility should all be looked at.

Chairperson Meyer closed the public hearing.

Plan Commission Members suggested that there be some sort of architectural interest on the façade of the building. With the newly formed Public Arts Board and wanting to do murals, the wall might be a good place for a mural (like the Barn Quilts). The building would play a business and historical role.

Moved by Parker and seconded by Comfort to approve the Certified Survey Map subject to meeting City ordinances. Aye: Parker, Comfort, Binnie, Hinspater, Zaballos, Stanek, Meyer. No: None. Motion approved.

Moved by Parker and seconded by Comfort to postpone #8 the conditional use permit application until the Plan Commission has the appropriate site plan, elevation plans, a landscaping plan for along Whitewater Street until the next meeting so that Chris Hale can have this information and to ensure that the Railroad has a chance to review and approve beforehand. Aye: Parker, Comfort, Binnie, Hinspater, Zaballos, Stanek, Meyer. No: None. Motion approved.

**Public hearing for a change in the District Zoning Map to enact an ordinance to impose the R-2A Residential Overlay District Zoning classification under Chapter 19.19 of the Zoning Ordinance of the City of Whitewater for the property located at 377 S. Janesville Street**

**(tax parcel # CL 00125A) for Lendost Management LLC. (Michael Kachel).** The discussion of this item was included with the following item.

**Public hearing for a conditional use permit in an R-2A Residential Overlay Zoning District, to allow for 4 unrelated persons to live in the house located at 377 S. Janesville Street for Lendost Management LLC. (Michael Kachel).** Chairperson Meyer opened the public hearing for consideration of the change in the District Zoning map to enact an ordinance to impose the R-2A Residential Overlay District Zoning classification under Chapter 19.19 of the Zoning Ordinance of the City of Whitewater for the property located at 377 S. Janesville Street and to hold the public hearing for consideration of a conditional use permit in an R-2A Residential Overlay Zoning District, to allow for 4 unrelated persons to live in the house located at 377 S. Janesville Street for Lendost Management LLC. (Michael Kachel).

City Planner Chris Munz-Pritchard explained that this is the first R-2A requested with the new application. The building inspector inspected the building and everything reflected what was noted. This is a single family dwelling unit. The request is to change the zoning to R-2A and a conditional use permit request to allow a change from 3 to 4 unrelated persons to live in the household. Munz-Pritchard requires 4 parking stalls

There were no public comments.

Chairperson Meyer closed the public hearing.

When asked about alterations to the building, Mike Kachel stated that there are no proposed alterations for the inside or outside of the building. It was originally a four bedroom home. The parking will have two spaces in the garage and two spaces on the concrete to the north of the garage.

Plan Commission Member Binnie stated that this first example of the new application demonstrated great improvement in the process. Having the building inspector go out ahead of time really helps with this new approach. There will be instances where the Plan Commission would need to see architectural plans, particularly when there are alterations to be done to the building that are being considered for the approval.

Moved by Binnie and seconded by Stanek to recommend to the City Council to enact an ordinance for a change in the District Zoning Map to impose the R-2A Residential Overlay District Zoning classification under Chapter 19.19 of the Zoning Ordinance of the City of Whitewater for the property located at 377 S. Janesville Street (tax parcel #CL 00125A) for Lendost Management LLC. (Mike Kachel). Aye: Binnie, Stanek, Comfort, Hinspater, Zaballos, Parker, Meyer. No: None. Motion approved.

Moved by Binnie and seconded by Stanek to approve the conditional use permit subject to the City Planner recommendations and conditioned upon the City Council approval of the zoning changes. Aye: Binnie, Stanek, Comfort, Hinspater, Zaballos, Parker, Meyer. No: None. Motion approved.

**Review and make recommendation to the Common Council concerning amendments to Chapter 19.72 Board of Zoning Appeals in the Zoning Ordinance of the City of Whitewater, concerning necessary number of votes required by the Board of Zoning Appeals for actions.** City Planner Chris Munz-Pritchard explained that the ordinance concerning the number of votes required by the Board of Zoning Appeals for actions was probably intended to be a majority vote. At this time there are vacancies on the Board; there are three regular members and one alternate. The Board is to consist of five regular members and three alternates. Quorum is four members and a minimum of four votes are required to grant a variance. The Board of Zoning Appeals voted 3 to 1 to send this request to the City Council.

Tom Miller, Chairperson of the Board of Zoning Appeals, stated that at their meeting they voted 3 to 1 (majority vote) to take this to the Council. He thinks this is the only Board in the State that does not vote by majority. It would be appropriate for the Plan Commission to approve this.

Moved by Binnie and seconded by Meyer to recommend to the City Council that the change be made to Chapter 19.72 Board of Zoning Appeals in the Zoning Ordinance of the City of Whitewater, concerning the necessary number of votes required by the Board of Zoning Appeals for actions, to be changed to a majority vote. Aye: Binnie, Meyer, Stanek, Comfort, Hinspater, Zaballos, Parker. No: None. Motion approved.

**Information Items:**

a. Reminder of Plan Commission Training on Wednesday, January 27, 2016 from 6 p.m. to 8:30 p.m. at the Innovation Center, 1221 Innovation Drive.

b. Possible future agenda items. Plan Commission Member noted that the City Council requested further consideration of the Plan Commission on the recommendation to impose a requirement of square footage per person for the R-2A Overlay Zoning.

c. Next regular Plan Commission Meeting – February 8, 2016.

Moved by Stanek and seconded by Comfort to adjourn. The motion was approved by unanimous voice vote. The meeting adjourned at approximately 7:55 p.m.

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Chairperson Greg Meyer

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CITY OF WHITEWATER
PLAN AND ARCHITECTURAL REVIEW COMMISSION
Whitewater Municipal Building Community Room
February 8, 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, Bruce Parker, Lynn Binnie, Tom Hinspater, Kristine Zaballos, Sherry Stanek, Jon Tanis (Alternate). Absent: Daniel Comfort. Others: Wallace McDonell (City Attorney), Chris Munz-Pritchard (City Planner).

**Hearing of Citizen Comments.** There were no comments.

**Approval of the Plan Commission Minutes.** The minutes of January 11, 2016 were not available for review and approval.

**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.** Chairperson Meyer opened the public hearing.

City Planner Chris Munz-Pritchard explained that Peter Underwood would be presenting the proposed ordinance.

Peter Underwood and his wife, Mary Jarosz, 1634 W. Wildwood Road, are the applicants for this zoning ordinance amendment for beekeeping. Peter Underwood has expertise in beekeeping, has taught classes on beekeeping particularly urban beekeeping, and has mentored many individuals and organizations. As there are more and more beekeepers in Whitewater, there is more potential for interactions with citizens. Peter Underwood wanted to educate the public which would be beneficial to the honey bees and to residents. One of the main points Peter noted is that honey bees are very docile. If you get stung, it is more likely from a wasp or hornet. It is important to have these 4 items to minimize the nuisance of honey bees. 1) Limit of up to 3 bee hives and 1 temporary hive. 2) A flyway barrier. 3) Setback and hive position. 4) Provide at least two water sources on the property. If a beekeeper follows all four elements, there is a minimal chance of losing their permit for beekeeping. Honey bees will fly a three to four mile radius from the bee hive. The majority will be within 1 mile. They are looking for large resources. A single hive will produce about 50 pounds of honey per year. Underwood suggested that a property owner start with two hives and keep two hives. They are a lot of work. Underwood provided information for being a good neighbor and how to provide all the information needed to obtain a permit to be a beekeeper. He stated that urban hives are routinely better and healthier hives than those in the country. They do not get the effect from the aerial

pesticides that are sprayed on the farm lands. He had several letters from Whitewater beekeepers (Peter Zaballos, Shelby Moline, and Linda Holmes) who were amazed, welcomed and supported the proposed beekeeping ordinance.

Plan Commission Members asked about how to avoid an inadvertent sting; thanked Peter Underwood for putting the ordinance together and bringing it to the City; the Urban Forestry Commission has talked about how important this is.

Anne Zarinnia, 1631 W. Wildwood; Rollie Cooper, 1127 W. Walworth Ave.; Kristine Zaballos, 1143 W. Walworth Ave.; and Doug Grall, 1232 W. Tower Hill Pass, all spoke of their experiences with beekeeping and were in support of the proposed beekeeping ordinance.

Peter Underwood noted that honey bees swarm. They welcome the colony division process which happens one or two times per year. This is an intimidating event, 15-20,000 bees from one hive in a tornado cloud. They are not good planners. It will take them 2 hours to 2 days to find a new home. They will fly for about 15 minutes in the air and then sit in a tree or structure. While they are swarming, they are especially docile as they have no home to protect, no honey to protect and they have had their fill of honey. Sometimes a resident will be disturbed by this and call the police department. The police department has list of beekeepers that will come and extract the bees from the property.

Chairperson Meyer closed the public hearing.

Plan Commission Member Binnie thanked the public for their input and thanked Peter Underwood for all the research and thought in putting this model ordinance together for the City of Whitewater.

Plan Commission Member Parker wanted to know if the ordinance was for the entire City of Whitewater or just the residential areas. He would like to see the larger lots be able to have more colonies with City approval.

City Planner Chris Munz-Pritchard stated that the Beekeeping Ordinance does not designate particular properties in Whitewater. It is for the City of Whitewater.

Moved by Binnie and seconded by Stanek to recommend adoption of the proposed bee keeping ordinance for the City of Whitewater to the City Council.

Moved by Parker and Binnie to amend the motion to add that colonies could be increased for lots larger than one acre by City approval. Aye: Binnie, Stanek, Hinspater, Zaballos, Parker, Tanis, Meyer. No: None. Amendment to the motion approved.

The amended motion vote: Aye: Binnie, Stanek, Hinspater, Zaballos, Parker, Tanis, Meyer. No: None. Motion approved.

**Public hearing for 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.** Chairperson Meyer opened the public hearing.

City Planner Chris Munz-Pritchard explained that a conditional use permit is required per Chapter 19.54.020C8: Script/logo height shall be limited to eight (8) inches, except that a greater script/logo height may be approved by conditional use.

Peggy Smithston, an employee of Bauer Insurance, was present. She stated they had a 2 year lease. They hoped to get their name out there and grow their business here. They wanted to have a better store front and a better presence and be a part of downtown Whitewater for a long time. They did raise the awning up 6 inches so no one would hang on it. It will be hung underneath the 2nd floor windows.

Plan Commission Members voiced: wanted to make sure the awning had at least the minimum head clearance from the sidewalk; with there being no trees on Center Street, the awning dresses up the building provides shade and is welcoming.

Dave Saalsaa, speaking as a Whitewater citizen, stated that the awning adds a lot to an austere façade. The awning is functional by providing shade. The size of the logo, as the awning is the primary sign, is 7.8 % of the façade and so fits the requirements of the sign ordinance, being less than 10% of the store front. The awning looked good to him.

Chairperson Meyer closed the public hearing.

Moved by Binnie and seconded by Parker to approve the awning sign conditioned on the awning being the appropriate height from the sidewalk. Aye: Binnie, Parker, Stanek, Hinspater, Zaballos, Tanis, Meyer. No: None. Motion approved.

**Review Elevation Plan for the proposed cold storage building addition at 439 W. Whitewater Street for Home Lumber Company (Chris Hale).** Jon Tanis recused himself from this item as he would be involved in this project.

City Planner Chris Munz-Pritchard read her Planner recommendations.

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 must be concrete or asphalt finish.

5. Any other conditions identified by the Plan Commission.

Plan Commission members asked: is there a floor plan; what the plan is for esthetics on the north elevation of the proposed building. Plan Commission Member Zaballos discouraged putting actual windows in the building. She encouraged the poly panel. It was suggested that the building be broken up with something horizontal on the building. Chris Hale's efforts to use suggestions made at the last meeting were appreciated.

Chris Hale, one of the owners of Home Lumber Company, was present to answer any questions. When asked if there was any floor plan, he stated there was not as there was only racking to be put in the building. Angus Young, his Engineer, is working on the drainage. There is a drain in the loading dock which is connected to the storm sewer. Chris Hale explained that there is a 30 foot setback to the proposed addition, so there would be green space that could be made a park like area with benches. As far as a possible mural, he would like it to be a hanging mural, one that could be easily removed when necessary (deterioration etc.). Hale noted that they would also paint or change the siding of the existing building to match the addition. When asked if he really wanted windows in the building, Hale stated that he would prefer a charcoal poly panel.

Russ Rogers, a residential property owner across the street from this proposed building, requested that there be less vertical lines. He would like Home Lumber to do away with the vertical metal siding and do something different. He is still also concerned with the proposed overhead door on the east end of the building.

City Planner Chris Munz-Pritchard stated that there would be no addition concrete, no driveway to that door.

Chris Hale stated that they are not planning to unload and load from the east end of the building. The building is not a manned building and does not have a service door. He would like to break up the façade with trees, benches etc. He said there was no reason to drive in and out of the east end of the building. It is strictly for ventilation and emergency use.

Plan Commission members voiced concerns of: making it obvious that the east side door is not the one to go to, maybe an "Emergency Only" sign; the opening between the existing building and the addition; who is responsible for the trees in the terrace?; camouflaging the building with trees and landscaping, blending in the architecture; would like to see trees planted into the yard instead of on the terrace because of the power lines etc. that run along the terrace area; would like to see a combination of a mural, siding and landscaping; still has concerns of the east side door. The change from 30' to 15 feet from the railroad right of way as a conditional use was with the understanding that the Railroad sees complete plans. The railroad's main concerns are for visibility at intersections and drainage. Engineering plans need to be looked at before we do anything. Are there plans for any storage outside?

Chris Hale explained that there is not a reason to use the door; not a reason to drive across the grass. The opening between the existing building and the addition is only large enough for the fork lift. It is not good for unloading large loads or in an emergency etc. Hale stated there would be no storage outside other than the dumpster, except for an occasional large shipment which would be a fully tarped unit of lumber. For the east door, he suggested possibly putting a railing

bolted to concrete in front of the door. He also mentioned that there were 4 trees that cars and semis would have to run over to get to that door.

City Attorney McDonell explained that the terrace trees are generally put in by the City. There are times when the Plan Commission has required that developers put in the trees as part of their development. It could go either way.

Plan Commission members voiced that they would like the applicant to follow the City ordinances as far as landscaping. There are dwarf trees or flowering trees that can be planted under the wires in the terrace area. Landscaping is the main issue here. The door is to be used only in an emergency. In the summer these buildings get hot, having a second door is best for ventilation and keeping the fire hazard down.

Moved by Binnie and seconded by Hinspater to approve the conditional use permit to include the City Planner recommendations with a few changes and additions: In # 1 and # 2 change the "should" to 1) During the permitting process engineering "shall" be developed for the additional runoff. 2) A written agreement "shall" be developed… In #3 add: The Urban Forestry Commission will make recommendation based on the landscaping plans "that may exceed the points normally required". Add to #4: "No storage outside the building." Add # 5) East overhead door to be used only for ventilation except in rare circumstances. Add # 6) Permits are not to be issued until all items are addressed. See attached conditional use permit.
Aye: Binnie, Hinspater, Parker, Stanek, Zaballos, Meyer. No: None. Motion approved.

**Public hearing for a conditional use permit for the conversion of a single family home into a duplex located at 280 N. Tratt Street for DLK 280 N Tratt St (Michael Kachel).**
Chairperson Meyer opened the public hearing for consideration of the conditional use permit for the conversion of a single family home into a duplex located at 280 N. Tratt Street for DLK 280 N Tratt St (Michael Kachel).

City Planner Chris Munz-Pritchard read her recommendations and noted that some updated plans and information have been submitted. A minimum of 6 parking stalls is required. The additional parking is to be in adjacent parking. This will need to be documented with an easement tying the parking spaces to the property at 280 N. Tratt Street. Currently there is parking over the north lot line of this property. An easement must be established for this parking. She would like a diagram showing the parking established by the easement. Easements for all utilities on the lot need to be established. (There is a water main running through this property.) Some items on the plans need to be addressed and there must be approval from the Engineer, Building Inspector, Fire Inspector and other City departments.

Mike Kachel was present to explain and answer any questions. When asked about the trees on the lot, he stated there were 5 trees on the lot. They don't need to do anything with them.

Chairperson Meyer closed the public hearing.

Moved by Tanis and seconded by Stanek to approve the conditional use permit subject to the City Planner recommendations. Aye: Tanis, Stanek, Binnie, Hinspater, Zaballos, Parker, Meyer. No: None. Motion approved.

**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.** Chairperson Meyer opened the 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.

City Planner Chris Munz-Pritchard read her recommendations with the addition of having a pre-development agreement in place prior to construction.

Ed Kowalski, the developer, and Warren Hansen, Architect & Engineer, were present to explain and answer questions on this proposal. Ed Kowalski explained his project. He explained that this development will continue on from his original development with the same type of building design. It will all be run the same way. They do all their own maintenance of the property inside and out including mowing lawn, and plowing snow from all their own roads. They have a 6 month waiting period to get into his apartments. 20% of the renters are students. He will charge the same rent for these apartments as his previous development. The apartments are family oriented. He wants to plant more trees. He has found that planting smaller trees is better due to the bedrock three feet below the surface. Ed Kowalski's goal is to get started now. He knows he has water issues to straighten out with Strand Associates (City Engineer). He'd like to get the first two buildings going right away.

Warren Hansen explained the engineering of the project. This included the easy/emergency access and circulation for the development with 4 different access points. Each unit has parking for two cars, one inside and one outside. There is additional parking around the area. There are foundation plants around each building, a berm along the west side of the property to screen the businesses to the west. There are 40 spruces along the berm. The street trees they would like to put back into the property instead of in the terrace because the terrace is not very wide. There will be three dumpster areas throughout the development. The stormwater management – run off will be no more than the pre-development rate. The lighter green areas on the plan will have bio filters/rain gardens which are soil with under drains, where the water eventually goes to the stormwater basin and then to the storm sewer in the street. In the open yard area are dry basins that will have natural plantings that would require no mowing. They would be low growing plants. They plan to plant 40 trees, fruit bearing trees such as pear or plum, around the development. As far as drainage of the property, the northern most part of the lot has existing drainage which goes to the northeast. One of the first steps they will take is to completely grade and shape all the land. They will install water and sewer and storm sewer. The water mains and services will be public. The sanitary sewer will be private interceptor mains. The density of this proposal us just under 8 ½ units per acre. The lot is 11.8 acres. There is 43.5 percent green space.

City Planner Munz-Pritchard stated that no permits will be issued until the stormwater for the property is figured out. They will need 350 sq. ft. per unit of usable open space. Decks can be included in the usable open space. The buildings will be sprinklered per State regulations.

Ed Kowalski added that he would like to see a bike path around his development; people want a place to walk.

Plan Commission Member Parker liked the idea of putting the terrace trees back further onto the property.

Chairperson Meyer closed the public hearing.

Moved by Binnie and seconded by Tanis to approve the conditional use permit per City Planner recommendations with the changes that Landscaping "shall" be required …; and Engineering "shall" be developed ...; and with the addition of the item to have a pre-development agreement with the City of Whitewater. Aye: Binnie, Tanis, Stanek, Hinspater, Zaballos, Parker, Meyer. No: None. Motion approved.

**Zoning Ordinance Update.** City Planner Chris Munz-Pritchard stated that she wanted to keep the Plan Commission informed of any changes to the proposed Zoning Ordinance that have been made since the Plan Commission recommended the updates to the City Council. The ordinance updates are pretty much the same. These are a few of the changes: the yard requirements for impervious surface in the side yard was removed; in the B-1 Zoning District, the 1st floor apartment was allowed up to 50 % from 40%; parking 19.51.080 (C) two family dwelling may have up to 6 vehicles parked outside on a lot, "with no more than 4 outside located in the rear yard…". The 40% impervious surface was removed from the side yard due to the committee having a hard time agreeing on it and the older areas of the city were non-compliant and it was unclear how to figure.

City Attorney McDonell added that also for the homes that have side entry garages, the driveways took up the 40%. He also noted that maximum impervious surface will be coming back with district and overall limits based on a curve depending on the size of the lot.

**Information Items:**

a. Possible future agenda items. City Planner Chris Munz-Pritchard stated that Councilman Chris Grady will be at the March Plan Commission meeting in regard to the requirement of common space square footage per person for the R-2A Overlay Zoning.

b. Next regular Plan Commission Meeting – March 14, 2016.

Moved by Tanis and seconded by Stanek to adjourn. The motion was approved by unanimous voice vote. The meeting adjourned at approximately 9:30 p.m.

_____

Chairperson Greg Meyer

DRAFT

City of
WHITEWATER

City Clerk
312 W. Whitewater Street
Whitewater, WI 53190
(262) 473-0102
www.whitewater-wi.gov

# MEMORANDUM

TO: Plan Commission Members, Building Inspector Noll, City Assessor Lee DeGroot

FROM: Michele Smith, Clerk

RE: Designation of Starin Park Water Tower as local Landmark

DATE: 2/8/16

At their December 3, 2015 meeting, the Whitewater Landmarks Commission designated the Starin Park Water Tower as a local Landmark. Pursuant to Whitewater's Municipal Code, enclosed is a Notice of Designation.

Should you have any questions or comments, please feel free to contact me at your earliest convenience.

City of WHITEWATER

# Landmarks Commission

Michelle Smith
Clerk, City of Whitewater
132 W. Whitewater Street
P.O. Box 178
Whitewater, WI 53190

December 7, 2015

Dear Ms. Smith:

The Whitewater Landmarks Commission is pleased to inform you that the city property known as the Starin Park Water Tower has been accepted as a local landmark. After conducting a public hearing on December 3, 2015 concerning its nomination, the Commission unanimously voted in favor of its acceptance.

The Landmarks Commission is sending this notification in accordance with city ordinance 17.12.020 (3) " *After such public hearing, the commission may designate the property as a landmark or landmark site, may include it in an historic district or may rescind such designation. Notice of such designation or rescission shall be sent to the property owner of record and to other persons identified in subsection (1) of this section. Notification shall also be given to the city clerk, building inspector, city assessor and plan commission."*

The Whitewater Landmarks Commission thanks you for your support and guidance throughout the nomination process. One of the major goals of the Commission is to preserve the historic, architectural buildings in the city to help residents know and appreciate the city's past as well as take pride in its uniqueness.

Again, congratulations on being awarded this honor.

Sincerely,

_____

Patricia Blackmer, Chair, Landmarks Commission

Cc: Landmarks Commission

**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: March 14th, 2016

Re: **Item # 5** Proposal Conditional Use Permit for a freestanding pylon sign to be located at 1184 W Main Street (B-1 Zoning) for Advance Auto Parts retail store, in a B-1 Zoning District.

---

| **Summary of Request** | |
|---|---|
| **Requested Approvals:** | A freestanding pylon sign |
| **Location:** | 1184 W Main Street |
| **Current Land Use:** | Commercial Business |
| **Proposed Land Use:** | Commercial Business |
| **Current Zoning:** | B-1 Community Business |
| **Proposed Zoning:** | No change. |
| **Comprehensive Plan's Future Land Use:** | Central Business |

| **Surrounding *Zoning* and Current Land Uses:** | | |
|---|---|---|
| | **North:** | |
| | B-3 Multi Family Residence | |
| **West:** | Subject Property | **East:** |
| B-1 Community Business | | B-1 Community Business |
| **Southwest:** | **South:** | **Southeast:** |
| PD Planned Development | Elizabeth Street | B-1 Community Business |

**Description of the Proposal:**

**Freestanding Sign, in this case a Pylon Sign:**

"Pylon sign" (19.54.020 D 6) means a freestanding sign, other than arm post type, erected upon one or more pylon or post. The base or support(s) of any and all pylon signs shall be securely anchored to a concrete base or footing. The height of a pylon sign shall be measured from the centerline elevation of the nearest road to the top of the sign. The height of a pylon sign shall not exceed twenty (20) feet. Pylon signs shall be erected so that the vertical distance between the bottom edge of the sign and the elevation of the centerline of the nearest road to said sign exceeds eight (8) feet. The footing and related supporting structure of a freestanding sign including bolts, flanges, brackets, etc., shall be concealed by the sign exterior, masonry covering, earth and permanent groundcover, or through the use of evergreen shrubs. Pylon sign allowed by conditional use only.

| B-1 Zoning freestanding sign | Height of sign face | Total Area of Sign |
|---|---|---|
| Ordinance Max | 20 foot max for pylon | 100 sq ft |
| Proposed | 20 feet | 75 sq ft |
| Recommendation | Meets Requirement | Meets Requirement |

These reviews and recommendations are subject to issuing of the building permit.

City of WHITEWATER

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 14th day of March 2016 at 6:30 p.m. to hold a public hearing for consideration of a Conditional Use Permit for a pylon sign to be located at1184 W. Main Street for Advanced Auto Parts (Dave Herbeck).

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 |
|---|---|---|---|---|---|---|
| /L 00007 | JOHN K SOTHERLAND | ELIZABETH J KILLIPS-SOTHERLAND | 1155 W MAIN ST | WHITEWATER | WI | 53190-0000 |
| /L 00008 | BAC WHITEWATER LLC | | 800 SHERMAN AVE | FORT ATKINSON | WI | 53538-0000 |
| /L 00011 | MAIN 1185 LLC | | 694 WELLS ST | LAKE GENEVA | WI | 53147-0000 |
| /L 00012 | JR RENTALS LLC | | 694 WELLS ST | LAKE GENEVA | WI | 53147-0000 |
| /RC 00008 | DLK ENTERPRISES INC | | PO BOX 239 | WHITEWATER | WI | 53190-0000 |
| /RC 00009A | MIKE & VIRG DARRAH LLC | | 1208 S WILLARD | JANESVILLE | WI | 53546-5392 |
| /RC 00009B | WISH ENTERPRISES LLC | | 1138 W MAIN ST | WHITEWATER | WI | 53190-0000 |
| /RCA 00001 | DLK ENTERPRISES INC | | PO BOX 239 | WHITEWATER | WI | 53190-0000 |
| /RCA 00002 | ~~DLK ENTERPRISES INC~~ | | PO BOX 239 | WHITEWATER | WI | 53190-0000 |
| /RCA 00003 | ~~DLK ENTERPRISES INC~~ | | PO BOX 239 | WHITEWATER | WI | 53190-0000 |
| /RCA 00011 | WHITEWATER MANOR INC | C/O PROFESSIONAL PROPERTY MGMT | 370 N TRATT ST #133 | WHITEWATER | WI | 53190-0000 |
| /RCA 00012 | WHITEWATER COURT | C/O WISC MGNT CO | 2040 S PARK ST | MADISON | WI | 53713-0000 |
| /RCA 00013 | ~~WHITEWATER COURT~~ | C/O WISC MGNT CO | 2040 S PARK ST | MADISON | WI | 53713-0000 |
| /RCA 00014 | ~~WHITEWATER COURT~~ | C/O WISC MGNT CO | 2040 S PARK ST | MADISON | WI | 53713-0000 |
| /RCA 00015 | K&A DREAMS LLC | | 1210 W MAIN | WHITEWATER | WI | 53190-0000 |
| /RCA 00016 | ~~WHITEWATER COURT~~ | C/O WISC MGNT CO | 2040 S PARK ST | MADISON | WI | 53713-0000 |
| /RCA 00017 | ~~WHITEWATER COURT~~ | C/O WISC MGNT CO | 2040 S PARK ST | MADISON | WI | 53713-0000 |
| /RCA 00018 | ~~WHITEWATER COURT~~ | C/O WISC MGNT CO | 2040 S PARK ST | MADISON | WI | 53713-0000 |
| /W 00001 | WHITEWATER TEKE ASSN | C/O JOE PYZYK | 4656 SHAGBARK LN | BROOKFIELD | WI | 53005-0000 |
| /W 00002 | STEVE JAHNKE | ANNE JAHNKE | 709 OAKWOOD LA | WATERTOWN | WI | 53094-0000 |
| /W 00003 | STEPMOTHER LLC | | PO BOX 239 | WHITEWATER | WI | 53190-0000 |
| /W 00006 | NCENTERPRISES LLC | | W10412 HUBBLETON RD | WATERLOO | WI | 53594-0000 |
| /W 00007 | KA KENG WONG | YUK CHING YUEN | 1212 W SALISBURY LN | WHITEWATER | WI | 53190-1248 |
| /W 00011 | DINA CHRISTON | KONSTANINA CHRISTON (AKA) | 442 BUCKINGHAM BLVD | WHITEWATER | WI | 53190-0000 |
| /WUP 00162B | ROY A NOSEK | | 435 W STARIN | WHITEWATER | WI | 53190-0000 |
| /WUP 00163 | ~~K&A DREAMS LLC~~ | | 1210 W MAIN | WHITEWATER | WI | 53190-0000 |
| /WUP 00163A | WHITEWATER 1184 INC | | 1985 PEBBLE DR | BELOIT | WI | 53511-0000 |
| /WUP 00164D | REYNOLDS RENTALS LLC | | 12340 E BRADLEY RD | WHITEWATER | WI | 53190-0000 |
| /WUP 00164E | FOUR GUYS LLP | | 120 N FRATERNITY LN | WHITEWATER | WI | 53190-0000 |
| /WUP 00219 | ST PATRICKS CONGREGATION | | 126 S ELIZABETH ST | WHITEWATER | WI | 53190-0000 |
| /L 00013 | ~~JR RENTALS LLC~~ | | 694 WELLS ST | LAKE GENEVA | WI | 53147-0000 |
| /A458900001 | MCCULLOUGH FAMILY LP | | 694 WELLS ST | LAKE GENEVA | WI | 53147-0000 |

City of WHITEWATER

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: 1184 Main

Owner's Name:

Applicant's Name: David Herbeck

Mailing Address: 2601 E Gatewood Dr

Phone #: 920-428-9028 Email: dave@herbeckdevelopment.com

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

see survey

**Existing and Proposed Uses:**

Current Use of Property: Gas Station

Zoning District: Commercial

Proposed Use: Auto Parts Retail Store

**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. <u>four weeks</u> prior to the meeting.**

<u>Conditions</u>

*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. | No |
| 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 |
| 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: 2-12-16

Printed: David Herbeck

## 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 _____.

3) Notices of the Public Hearing mailed to property owners on _____.

4) Plan Commission holds the PUBLIC HEARING on _____. 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 ARCHITECHTURAL 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: David Herbeck

Applicant's Mailing Address: 2601 E. Gatewood Dr
Appleton, WI 54915

Applicant's Phone Number: 920-428-9028

Applicant's Email Address: dave@herbeckdevelopment.com

Project Information:

Name/Description of Development: Advance Auto Parts

Address of Development Site: 1184 Main

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.....$_____

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) |
| David Herbeck | |
| Printed Name of Applicant/Petitioner | Printed Name of Property Owner (if different) |
| Date of Signature | Date of Signature |

Advance Auto Parts

# Lease Exhibit: BTS

Store Identifier: #4731

**1184 W Main St**
**Whitewater, WI**

January 13, 2016

SES

Ph: 1 . 855 . 525 . 6261
Fax: 1 . 574 . 237 . 6166
www.siteenhancementservices.com

## Site Information & Recommended Signage

Site ID# 13875
Store# 4731
Street address *(cross-street)*: 1184 W. Main St
City/State/Zip: Whitewater, WI 53190

Developer:
Contact:
Phone:
Fax:

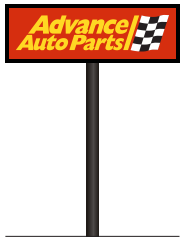
Jurisdiction of: City of Whitewater
Contact 1: 262-473-0540 Chris
Contact 2: N/A
Zoning: B-1 Community Business

Type of Store: BTS

Building Size:

SES Contact:

**Code Allowed:**




Notes: SES recommends the following code allowed signage: one (1) 22 ½" channel letterset and one (1) 5' x 15' pylon at 20' OAH.

**Variance Required:**

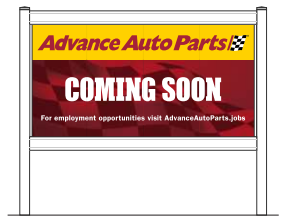
N/A

N/A

N/A

**Temporary Signage:**

Notes: SES recommends the following temporary signage: one (1) 3'-10" x 7'-7 3/8" D/F freestanding sign at 7' OAH.



**Freestanding Signs:**

Maximum number of freestanding signs allowed (i.e. one per lot, one per frontage): **1 per lot**

What determines the allowable SF and height restriction for a freestanding sign (i.e. building frontage, street frontage): **Set allowance**

Maximum SF allowed for freestanding sign(s): **100 SF per side**

How is sign SF measured (what method i.e. by the smallest rectangle, combination of geometric shapes, etc.): **smallest rectangle**

Maximum overall height of freestanding sign(s): **20'**

Are there illumination restrictions: **No flashing or rotating**

Are there any color restrictions (red/yellow/black): **No**

Setback requirements (from ROW, side or rear property lines): **in street yard setback equal to height from and side yard line and 5' from ROW**

Vision clearance (from grade to bottom of sign cabinet): **Cannot Block Line of sight**

Sight triangle requirements: **Cannot Block Line of sight**

Are face replacements allowed (grandfather?): **Yes**

Are cabinet replacements allowed of equal or lesser size?: **Yes**

Clearance from overhead power lines: **10' from all power lines**

Additional comments: **Pylon sign allowed by conditional use only, hearing required**

**Summary**

Max number: 1 per lot
Square footage allowed: NTE 100 SF
Max height: NTE 20'
Setback: 5' from ROW
Special restrictions: allowed by conditional use only

**Recommendations:**

Code allowed: 5x15' at 20' OAH

Variance: N/A

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**Wall Signs:**

Maximum number of wall signs allowed (i.e. one per building, one per frontage): **1 per building**

What determines the allowable SF for a wall sign (i.e. building frontage, street frontage): **Wall area**

Maximum SF allowed for wall sign(s): **NTE 10% of the wall area, Max 50 SF**

How is sign SF measured (what method i.e. by the smallest rectangle, combination of geometric shapes, etc.): **Smallest rectangle**

Are the red panels or paint included in the sign area? **Possibly not included, inspector makes the call when submitted plans**

Are raceways allowed/required: **Allowed**

Maximum letter height: **Not Restricted**

Are there restrictions on illumination: **No flashing or rotating**

Are there any color restrictions: **No restriction**

Are wall signs permitted to be placed on elevations that do not pertain to street frontage: **No**

Are permits required? **Yes**

Where do wall sign shut off switches need to be located: **On the sign**

Can we replace our signs on a like for like basis? **Yes**

Additional comments: **N/A**

**Summary**

Max number: 1 per building
Square footage allowed: NTE 10% of the wall area NTE 50 SF
Special restrictions: Panels get approved by building inspector will need a drawing.

**Recommendations:**

Code allowed: Custom 50 SF yellow channel letterset with standard panels

Variance: (1) 30" yellow channel w/ standard panels

**Site Information & Recommended Signage**

**Directional Signs:**
Maximum number of directional signs allowed: **Not Restricted**
Maximum SF of directional signs: **NTE 9 SF**
Maximum overall height of directional signs: **NTE 6'**
Set back and placement requirements: **5' from ROW**
Illumination or color restrictions: **No flashing or Rotating**
Are logos allowed on directional signs: **No restriction**
Permits required: **N/A**

**Summary**
NTE 9 SF
NTE 6' OAH
5' from ROW

---

**Window Signs/Snap Frames:**
Is window signage allowed? **Yes**
Are snap frames allowed? **Counts towards wall signage**
SF allowance and restrictions: **NTE Wall allowance and NTE 1/3 of each individual window area**
Illumination restrictions: **No flashing or rotating**
Permits required: **no**
Do the same regulations apply if the window signs are installed first surface (outside of the glass)? **Yes**
Additional comments: **N/A**

**Summary**
NTE wall area or 1/3 of each individual window area

---

**Coming Soon Banner:**
Are Coming Soon banners allowed? **Yes**
SF allowance: **NTE 32 SF**
Duration restrictions: **N/A**
Waiting period between displays: **N/A**
Do Grand Opening and Coming Soon banners come from the same display allowance? **Yes**
Are freestanding banners permitted? **Yes**
Height restrictions: **Not Restricted**
Setback restrictions: **NTE 5' from ROW**
Are the (2) single faced banners @ a 45 degree angle permitted? **No**
Permits required: **yes**
Banner fees: **N/A**
Additional comments: **N/A**

**Recommendation**
Standard Freestanding: (1) 29 sf Coming Soon
Custom Freestanding: N/A
Banner: N/A
Cling: N/A

---

**Site Plans:**
Is there a site plan approval process? **Yes**
Does it go in front of a board or require a meeting with various department staff members? **N/A**
Is signage discussed during this meeting? **Required to get F/S pylon sign**
Can board or staff further restrict signage above what code allows the site to have? **N/A**
Is the site plan reviewed administratively during the regular permit process? **N/A**

**Variance Process:**

Name of the hearing board: **zoning board of appeals**

Do sign permits need to be denied before filing? **No**

How long is the entire process? **2-3 months**

When are the hearings held? **Fourth Thursday**

When is the filing deadline? **1 month prior to meeting**

Number of meetings:

What is the filing fee? **$200**

Is an attorney required? **No**

Does the staff recommend approval/denial? **Yes**

Is an abutters list required? **yes**

Contact: **N/A**

Additional comments: **N/A**

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**Permit Process:**

Contact person for permitting process? **N/A**

How many sets of drawings are required? **2**

How long is the entire process? **1-2 weeks**

Are permits required to be obtained in person? **No (Can be done on-line)**

Permits required for face replacements? **Yes**

What are the permitting fees? **$50**

How long are permits good for once they are obtained (do they expire)? **6 months**

SED's required for wall signs? **yes**

SED's required for freestanding signs? **yes**

What drawings are required? **Standard sign drawings**

Are any authorization letters or additional forms are required? **LL AAP Author**

Are building permits required prior to sign permit submittal? **Yes**

Is the site in a Union area? **No**

Are any review processes required (Architectural Review Board, Design Review Board, etc): **Yes- Planning Board approval required for pylons**

What applications are required for permitting? **Building permit**

Are any permits from the county and/or state required? **No**

License(s) required to obtain permits & what kind: (electrical, contractors, etc)?

**Electrical and Contractor**

What inspections (i.e. foundation, electrical) are required during and after the construction phases? **Final and Footing**

Who is the contact person for inspections (i.e. name, number, etc.): **N/A**

Additional comments: **N/A**

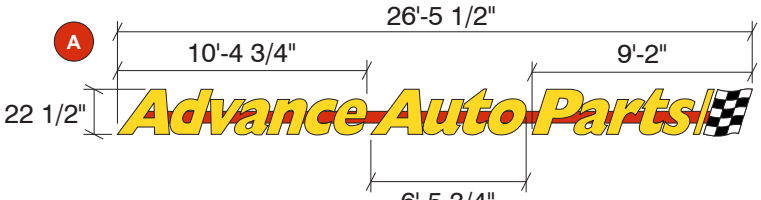
## Summary

Required inspections: N/A
Inspections contact: N/A
Special instructions: N/A

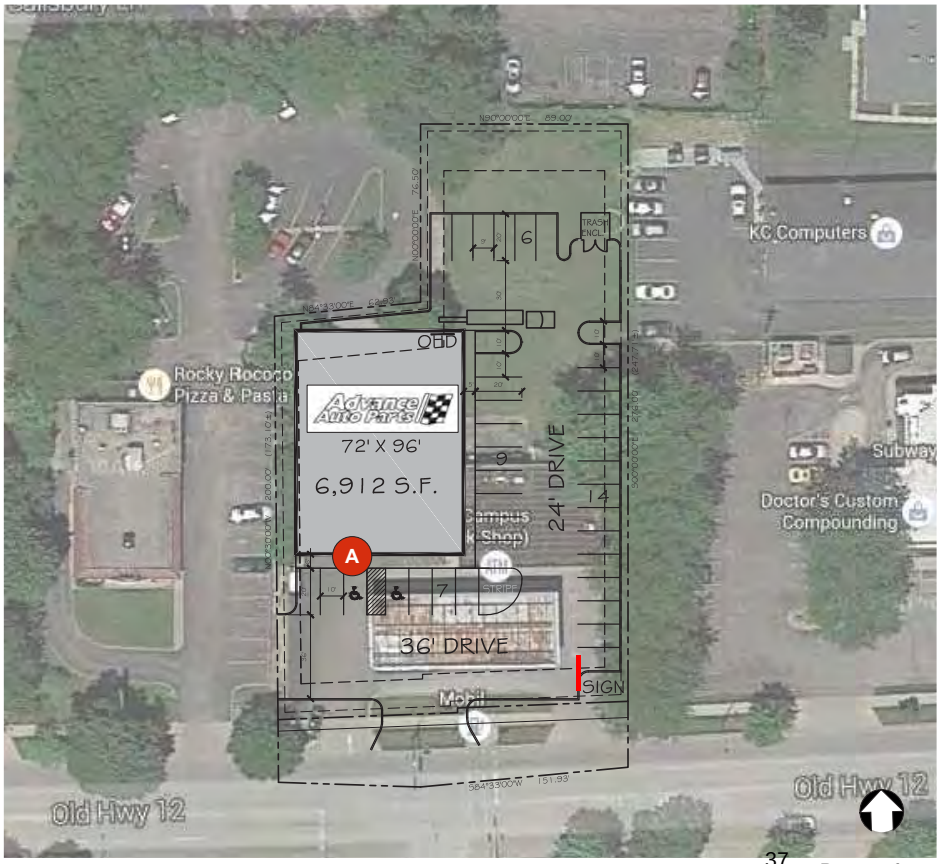
*Size and placement of signage is approximate.*

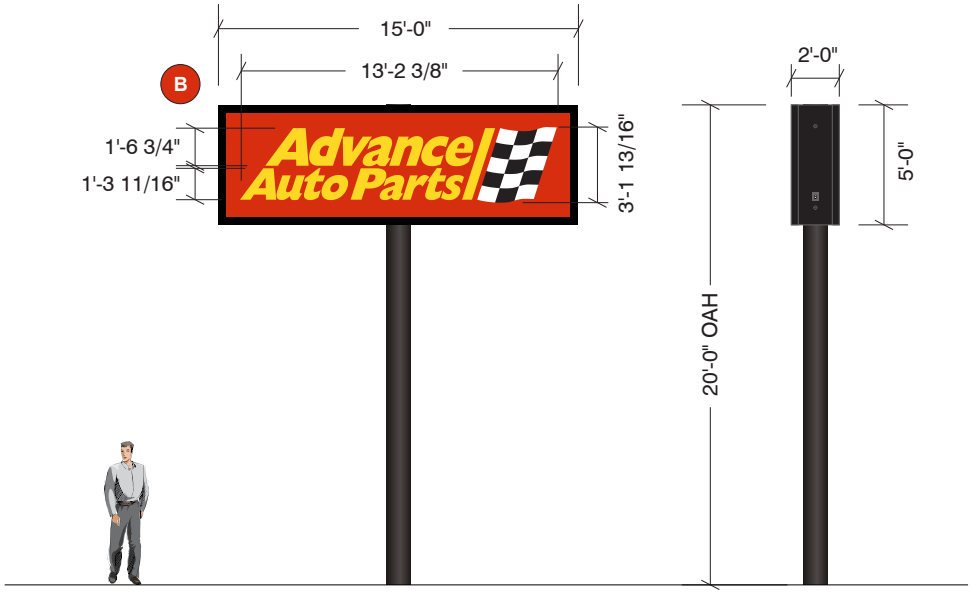
FRONT ELEVATION
Scale: 1/16" = 1'-0"

*This elevation is prototypical and for representational usage only.*
*Architecture and dimensions are subject to change upon procurement of site specific elevations.*



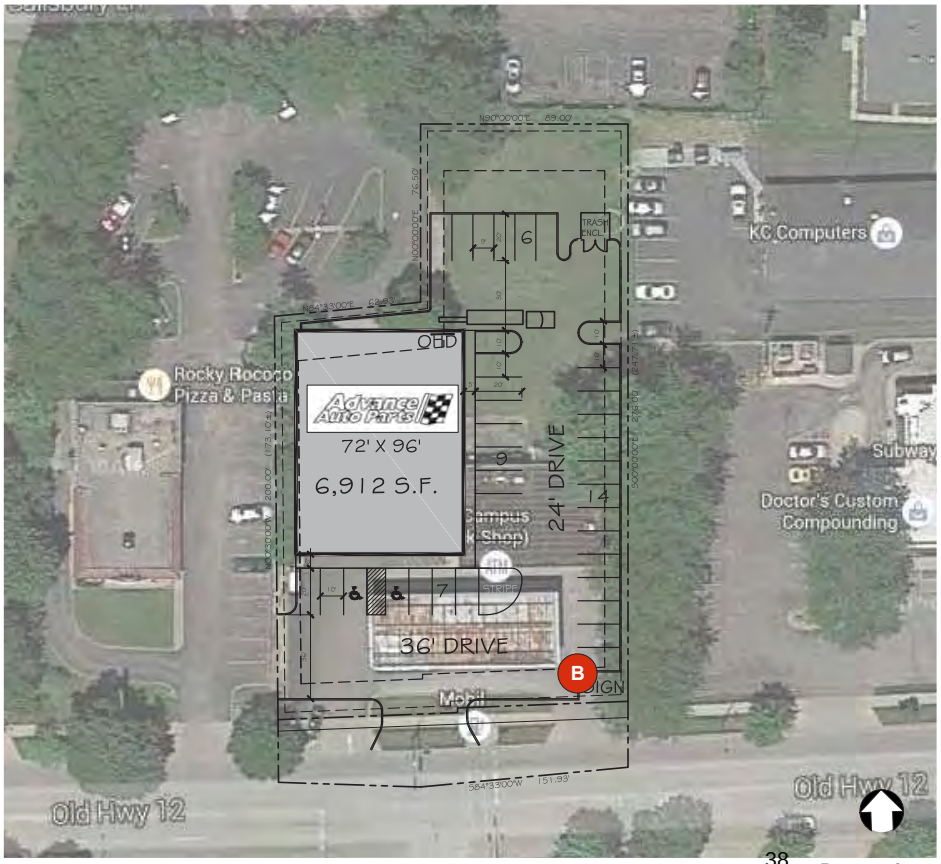

50 sq.ft.
Scale: 1/8"=1'-0"

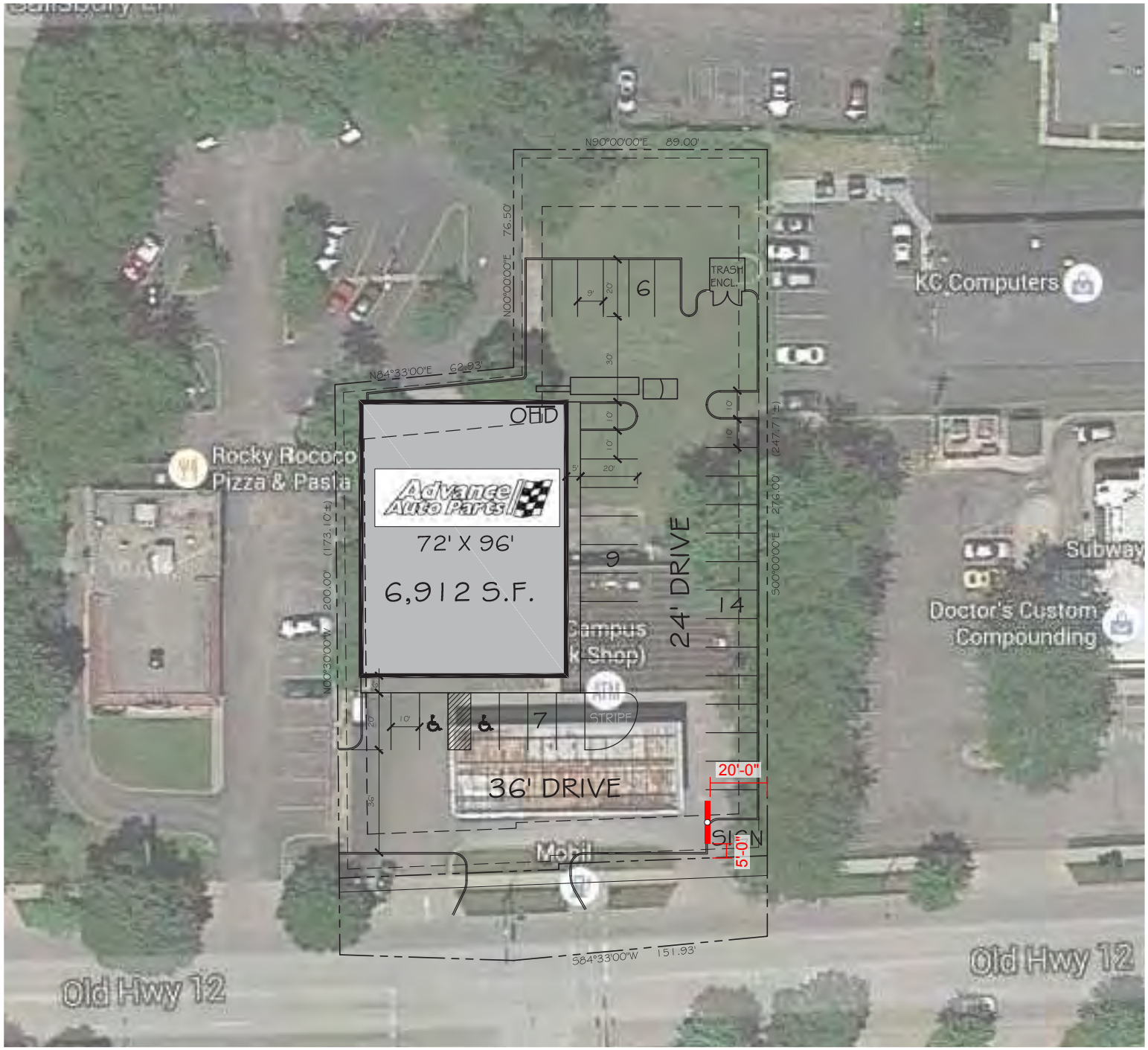




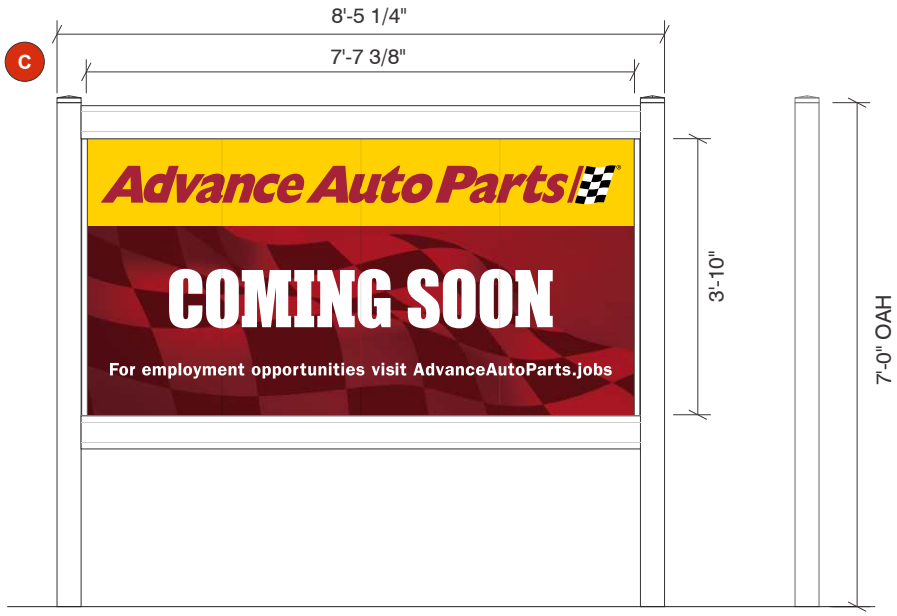

Sign setback 5'-0" from front property line.
Sign setback 20'-0" from side property line.
Planing Board approval is required for all pylons.
Sign will be located in asphalt due to setback requirements.

75.0 sq.ft.
Scale: 1/8"=1'-0"

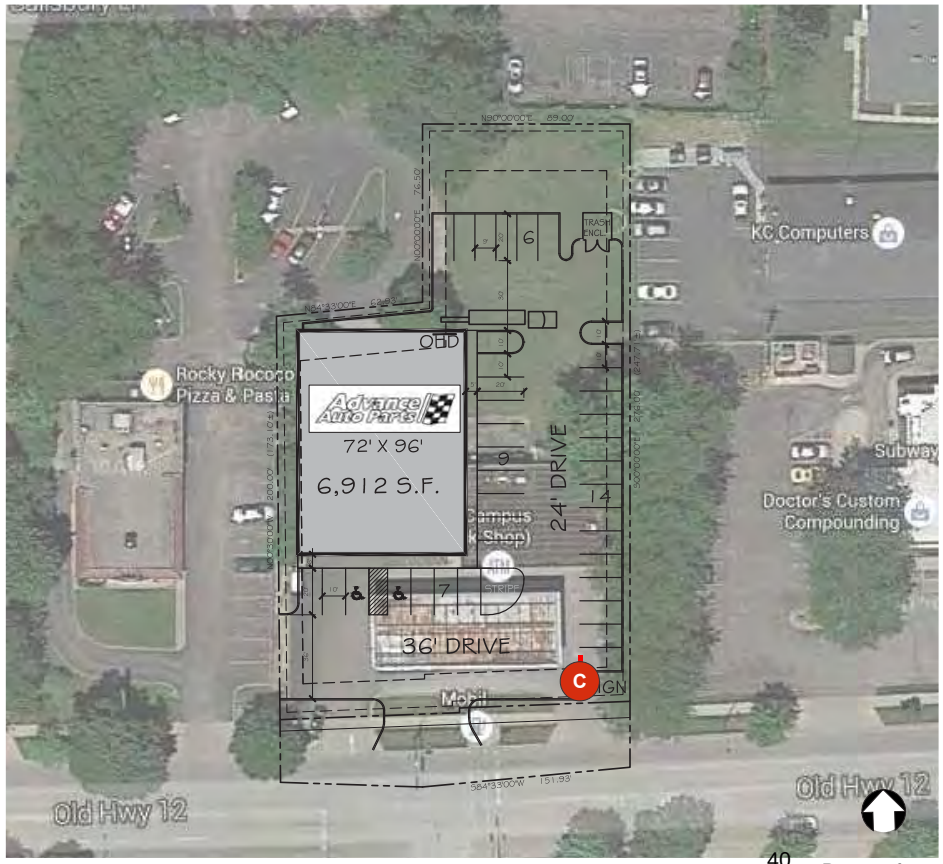


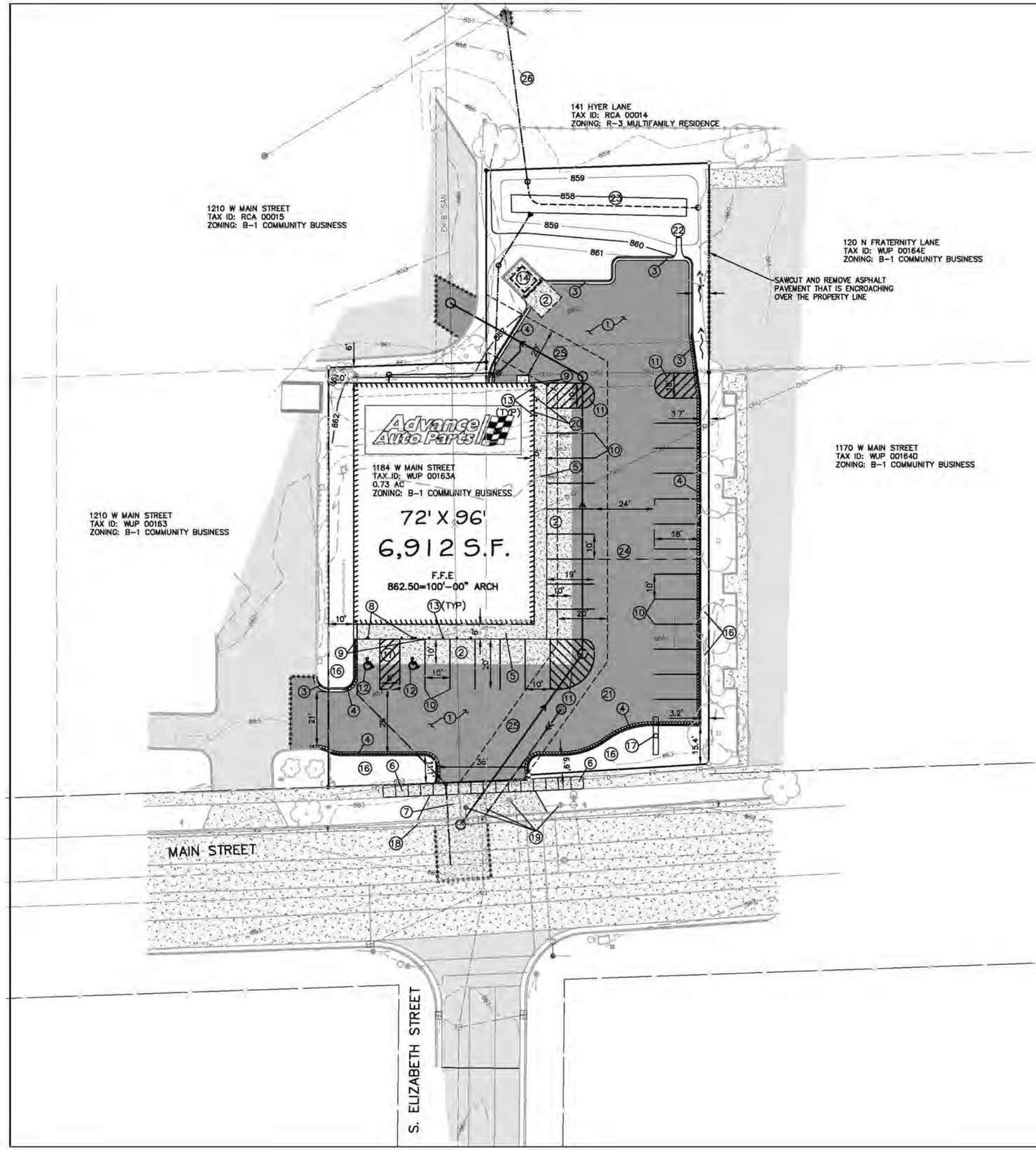

N90°00'00"E 89.00'
N00°00'00"E 76.50'
N84°33'00"E 62.93'
S00°00'00"E 278.00' (247.77'±)
N00°30'00"W 200.00' (173.10'±)
S84°33'00"W 151.93'
TRASH ENCL.
6
9
14
7
OHD
Advance Auto Parts
72' X 96'
6,912 S.F.
24' DRIVE
36' DRIVE
STRIPE
20'-0"
5'-0"
SIGN
KC Computers
Rocky Rococo Pizza & Pasta
Subway
Doctor's Custom Compounding
Old Hwy 12
Old Hwy 12

Scale: 1" = 50'




Scale: 3/8" = 1'
Sq. Ft. = 29.19






NOTE:
PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL VERIFY PROPOSED SITE GRADES BY FIELD CHECKING TWO (2) BENCHMARKS AND A MINIMUM OF ONE (1) SITE FEATURE AS SHOWN ON THESE PLANS. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY MCMAHON OF ANY VERTICAL DISCREPANCY.

NOTE:
THE UTILITIES SHOWN IN PLAN AND PROFILE ARE INDICATED IN ACCORDANCE WITH AVAILABLE RECORDS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING EXACT LOCATIONS AND ELEVATIONS OF ALL UTILITIES FROM THE OWNERS OF THE RESPECTIVE UTILITIES. ALL UTILITIES SHALL BE NOTIFIED 72 HRS. PRIOR TO EXCAVATION.

NORTH

20 10 0 20
SCALE – FEET

## SITE PLAN KEY NOTES:

1. ASPHALT PAVEMENT. REFER TO DETAILS.
2. 6" CONCRETE APRON WITH 6"X6"X1/8" WWF STEEL REINFORCEMENT. USE 4000 PSI CONCRETE MIX. DO NOT USE SLAG OR FLAY ASH FOR CEMENTITIOUS MATERIAL.
3. 18" CONCRETE CURB & GUTTER, 6" HIGH CURB HEAD.
4. REVERSE SLOPE 18" CONCRETE CURB & GUTTER, 6" HIGH CURB HEAD.
5. BROOM FINISHED CURB FACED CONCRETE SIDEWALK SLOPED AWAY FROM BUILDING. REFER TO DETAILS.
6. BROOM FINISHED 5' WIDE CONCRETE SIDEWALK. INSTALL PER CITY OF WHITEWATER STANDARD SPECIFICATIONS.
7. 6" CONCRETE DRIVEWAY APRON.
8. HANDICAP PARKING SPACE/VAN ACCESSIBLE SIGN.
9. CONCRETE APRON AND CONCRETE SIDEWALK TO BE FLUSH.
10. PAVEMENT MARKING LINES. 4" WIDE PAINTED WHITE WITH TWO (2) COATS OF SHERWIN WILLIAMS "HOTLINE" FAST DRYING TRAFFIC MARKING PAINT.
11. 45 DEGREE PAVEMENT MARKING LINES. 4" WIDE PAINTED WHITE WITH TWO (2) COATS OF SHERWIN WILLIAMS "HOTLINE" FAST DRYING TRAFFIC MARKING PAINT.
12. HANDICAP PARKING AND HANDICAP SYMBOL TO BE PAINTED COLOR & SIZE AS REQUIRED BY CODE. REFER TO DETAIL.
13. BOLLARD. REFER TO DETAILS. BOLLARDS ALONG FRONT OF STORE (6) ARE TO BE INSTALLED 5'-6" C-C.
14. DUMPSTER ENCLOSURE. REFER TO ARCHITECTURAL PLAN FOR DETAILS.
15. LIGHT POLE BASE, LIGHT POLE, AND LIGHT FIXTURE. REFER TO LIGHTING PLAN.
16. LANDSCAPE AREA. REFER TO LANDSCAPE PLAN.
17. ROAD PYLON SIGN FURNISHED AND INSTALLED BY ADVANCE AUTO PARTS. GENERAL CONTRACTOR IS RESPONSIBLE TO PROVIDE ELECTRIC TO THE SIGN. VERIFY LOCATION WITH AAP AND SIGN INSTALLER.
18. 30" CONCRETE CURB & GUTTER. CONSTRUCT IN ACCORDANCE WITH CITY OF WHITEWATER STANDARD SPECIFICATIONS.
19. EXISTING TRAFFIC SIGNAL EQUIPMENT TO BE REMOVED AND RELOCATED BY OTHERS.
20. ELECTRIC METER, GAS METER, AND TELEPHONE/CABLE PANEL.
21. 2.5' DIAMETER CATCH BASIN.
22. CONCRETE FLUME. SEE DETAIL.
23. BIOFILTER DEVICE/MAINTENANCE EASEMENT AREA.
24. DRAINAGE DIVIDE.
25. PROPOSED 20' SANITARY SEWER EASEMENT.
26. PROPOSED STORM SEWER EASEMENT.

## PARKING REQUIREMENTS:

RETAIL = 4 STALLS PER 1000 S.F.
PARKING REQUIRED =28 STALLS
PARKING PROVIDED =29 STALLS
RATIO PROVIDED = 4.2/1000

## PARCEL INFORMATION:

PARCEL = 0.73 ACRES (31,800 SF)
TOTAL IMPERVIOUS = 24,472 SF
BUILDING = 6,912 SF
ASPHALT/CONCRETE = 17,560 SF

## SITE GENERAL NOTES:

1. THE CONTRACTOR IS TO STAKE THE LOCATION OF THE PYLON SIGN AND NOTIFY ADVANCE AUTO PARTS CONSTRUCTION PROJECT MANAGER FOR THE EARLIEST POSSIBLE INSTALLATION DATE.
2. PARKING LOT GRADING SHALL NOT EXCEED 5% MAX. CROSS SLOPE.
3. PARKING SPACES ARE TO BE 10' X 20' UNLESS OTHERWISE NOTED.
4. ALL ABANDONED ENTRANCES/EXITS ARE TO BE REMOVED.
5. THE DEVELOPER/CONTRACTOR IS RESPONSIBLE FOR SETUP AND COSTS OF ALL TEMPORARY UTILITY SERVICES (INCLUDING TEMPORARY POWER) UNTIL THE PROJECT IS TURNED OVER TO AND ACCEPTED BY ADVANCE AUTO PARTS.
6. THE CONTRACTOR IS TO PRESSURE WASH ALL PAVED AREAS AND SIDEWALKS THE MORNING PRIOR TO STORE OPENING.
7. THE CONTRACTOR SHALL FURNISH AND INSTALL A MAILBOX ON SITE. THE MAILBOX TYPE, LOCATION, AND INSTALLATION SHALL COMPLY WITH THE LOCAL U.S. POST OFFICE REQUIREMENTS. VERIFY REQUIREMENTS PRIOR TO PURCHASE AND ROUGH-IN.
8. BASE OF PARKING LOT LIGHT POLES SHALL REMAIN UNPAINTED AND RUBBED SMOOTH.
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING SIGNED AND SEALED CERTIFICATION THAT PARKING LOT MEETS REQUIREMENTS SET FORTH IN THE CONSTRUCTION DOCUMENTS.

McMAHON
ENGINEERS ARCHITECTS
1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O.BOX 1025 NEENAH, WI 54957-1025
Tel.: (920) 751-4200 Fax: (920) 751-4284
www.mcmgrp.com

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| NO. | DATE | REVISION |
|---|---|---|

ADVANCE AUTO
CITY OF WHITEWATER, WALWORTH COUNTY, WISCONSIN
PROPOSED SITE PLAN AND DIMENSIONS

| DESIGNED | DRAWN |
|---|---|
| BTH | MJA |

PROJECT NO. H1038 9-15-00660
DATE 12/2015
SHEET NO. C-3

**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: March 14th 2016

Re: **Item # 6** Proposed keeping of horses as a residential accessory use at 509 S Franklin Street (/WUP 0000278) for Thayer & Anne Coburn.

---

| **Summary of Request** | |
|---|---|
| **Requested Approvals:** | keeping of a horses as a residential accessory use |
| **Location:** | 509 S Franklin Street |
| **Current Land Use:** | Single Family Home |
| **Proposed Land Use:** | Same |
| **Current Zoning:** | R-3 Multifamily Residence District |
| **Proposed Zoning:** | No change |
| **Comprehensive Plan's Future Land Use:** | Single-Family Residential - City |

| **Surrounding *Zoning* and Current Land Uses:** | | |
|---|---|---|
| | **North:** | |
| | *R-2* One and Two Family Residence | |
| **West:** | Subject Property | **East:** |
| *R-3* Multi Family Residence | | Cravath Lake |
| | **South:** | |
| | *R-3* Multi Family Residence | |

**Description of the Proposal:**

The proposed requires Conditional Use (CUP) for the keeping of a horse as a residential accessory use. The CUP is a request of the Neighborhood Services Director. This proposal is a single family resident located on 9.2361 acres.

19.57.160 - Keeping of horses as a residential accessory use.

Horses may be kept as an accessory use only in certain residential zoning districts, upon the granting of a conditional use permit, and subject to the following standards:

A. The lot on which the horses will be kept and exercised shall be not less than two (2) acres in total area.

B. For each horse kept on the lot, there shall be a minimum of one (1) acre of open land usable for horse exercise and manure management. Such open land may not include lands in wetlands or woodlands, with over a twelve-percent (12%) slope, or within seventy-five (75) feet of navigable waters or wetlands.

C. Outdoor horse containment areas, including, but not limited to barns and exercise areas, shall be completely enclosed, shall be a minimum of twenty (20) feet from any other lot, and shall meet the standards of Wisconsin Statutes Chapter 90. D. The keeping of horses shall not be for commercial purposes, such as the commercial stabling of horses.

D. The use shall meet and maintain any other specific conditions of conditional use permit approval that relate to the protection of human, animal, or environmental health, or the character of the surrounding neighborhood or publicly owned lands.

(Ord. 1589A § 3, 2005).

**PLANNER'S RECOMMENDATIONS:**

I recommend the Plan and Architectural Review Commission grant *conditional approval* for the requested to keep horses at 509 S Franklin Street, subject to the following conditions of approval:

1. Due to the location of the existing Barn. The fencing may be closer to the property line than 20 feet following the guidelines established in Wisconsin Statutes Chapter 90 and inspected by the City Building inspector. Fences should be constructed of: wood materials, woven wire, pipe, or PVC with a height of 48" and posts that are no more than 10' apart. Electric fence may be used as an interior fence and not as a major exterior fence.
2. The applicant will need a manure management plan.
    a. The manure storage should be designed to limit the changes of leachate entering surface and ground water. Manure must be placed 50 to 100 feet from property line and 100 to 200 from wetland or surface water.
3. The acres are within 75 feet of a navigable water/wetland. I ask that the number of horses be limited to 3.
4. Any other conditions identified by City Staff or the Plan Commission.

Geese Police
of Wisconsin

W Ann St
N Franklin St

City of WHITEWATER

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 14th day of March 2016 at 6:30 p.m. to hold a public hearing for consideration of a Conditional Use Permit for the keeping of horses at 509 S. Franklin Street for Thayer and Anne Coburn.

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

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

For information, call (262) 473-0540.

_____
Chris Munz-Pritchard, Neighborhood Services Director/City Planner

| TaxKey | Owner1 | Owner2 | Address1 | City | State | Zip |
|---|---|---|---|---|---|---|
| /A 66400001 | MICHAEL R KINNEY | SUSAN J KINNEY | 541 S FRANKLIN ST | WHITEWATER | WI | 53190-0000 |
| /A 66400002 | JORGE ISLAS-MARTINEZ | | 565 S FRANKLIN ST | WHITEWATER | WI | 53190-0000 |
| /A125900001 | LAND & WATER INVESTMENTS LLC | | 503 CENTER ST | LAKE GENEVA | WI | 53147-0000 |
| /A125900002 | ~~LAND & WATER INVESTMENTS LLC~~ | | 503 CENTER ST | LAKE GENEVA | WI | 53147-0000 |
| /CA 00001 | DLK ENTERPRISES INC | | PO BOX 239 | WHITEWATER | WI | 53190-0000 |
| /CA 00002 | 515 CLARK LLC | | N588 HOWARD RD | WHITEWATER | WI | 53190-0000 |
| /CA 00002A | BLGL LLC | | 1691 MOUNDVIEW PL | WHITEWATER | WI | 53190-0000 |
| /CA 00009 | RYAN MCKEVITT | THERA A MCKEVITT | 542 S FRANKLIN ST | WHITEWATER | WI | 53190-0000 |
| /K 00019 | ~~LAND & WATER INVESTMENTS LLC~~ | | 503 CENTER ST | LAKE GENEVA | WI | 53147-0000 |
| /K 00020 | ~~LAND & WATER INVESTMENTS LLC~~ | | 503 CENTER ST | LAKE GENEVA | WI | 53147-0000 |
| /TR 00036B | MICHAEL J HALE | | 599 S FRANKLIN ST | WHITEWATER | WI | 53190-0000 |
| /TR 00039 | WISCONSIN DAIRY SUPPLY CO TAX COMMISSIONER C.M.ST.P.& P. RR CO. | | PO BOX 239 | WHITEWATER | WI | 53190-0000 |
| /TR 00040 | ARACELI PARTIDA | | 371 W ANN ST | WHITEWATER | WI | 53190-0000 |
| /TR 00041 | CITY OF WHITEWATER | | 312 W WHITEWATER ST | WHITEWATER | WI | 53190-0000 |
| /TR 00042 | DON L WARGOWSKY | JOANN WARGOWSKY | 1130 W HIGHLAND ST | WHITEWATER | WI | 53190-0000 |
| /TR 00043 | JESUS MANRIQUEZ | MARIA D MANRIQUEZ | 201 S MAPLE LN | WHITEWATER | WI | 53190-0000 |
| /TR 00044 | GERALD BYERS | JOYCE A BYERS | 457 W ANN ST | WHITEWATER | WI | 53190-0000 |
| /TR 00044A | TERRY J SPLITTER | | 3402 COLBY LN | JANESVILLE | WI | 53546-1950 |
| /TR 00045 | JUAN M GOMEZ | MARIA J GOMEZ | 467 W ANN ST | WHITEWATER | WI | 53190-0000 |
| /TR 00046 | KAREN SINGER | | 477 W ANN ST | WHITEWATER | WI | 53190-0000 |
| /TR 00050 | WDSC 460 WEST ANN LLC | | PO BOX 239 | WHITEWATER | WI | 53190-0000 |
| /WUP 00261 | CITY OF WHITEWATER | | 312 W WHITEWATER ST | WHITEWATER | WI | 53190-0000 |
| /WUP 00265 | ~~DONALD L WARGOWSKY~~ | JOANN WARGOWSKY | 1130 W HIGHLAND ST | WHITEWATER | WI | 53190-0000 |
| /WUP 00278 | THAYER A COBURN | ANNE E FLEMMING-COBURN | PO BOX 147 | WHITEWATER | WI | 53190-0000 |
| /WUP 00279 | 513 S FRANKLIN LLC | | 509 S FRANKLIN ST | WHITEWATER | WI | 53190-0000 |
| /WUP 00280 | DORIS A LEASTMAN | | 521 S FRANKLIN ST | WHITEWATER | WI | 53190-2201 |
| /WUP 00292 | BRADLEY K DARWIN | | 512 S FRANKLIN ST | WHITEWATER | WI | 53190-2202 |
| /WUP 00293 | MICHAEL W PIEPER JR | BRIANNA L BEALS | 528 S FRANKLIN ST | WHITEWATER | WI | 53190-0000 |
| /TR 00051 | DLK WEST ANN STREET LLC | | PO BOX 239 | WHITEWATER | WI | 53190-0000 |
| /TR 00051A | WISCONSIN DAIRY SUPPLY CO | | PO BOX 239 | WHITEWATER | WI | 53190-0000 |
| /A454900001 | ~~LAND & WATER INVESTMENTS LLC~~ | | 503 CENTER ST | LAKE GENEVA | WI | 53147-0000 |
| /WUP 00281 | BERNARD J BUCHLI | | 529 S FRANKLIN ST | WHITEWATER | WI | 53190-0000 |

City of WHITEWATER

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: 509 S. Franklin St. 53190

Owner's Name: Thayer + Anne Coburn

Applicant's Name: Anne Coburn

Mailing Address: 509 S. Franklin St. 53190

Phone #: 920-723-4815 Email: annecoburn@coburn.com
thayercoburn@coburn.com

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

**Existing and Proposed Uses:**

Current Use of Property: Residential/(without horses)

Zoning District: R3

Proposed Use: Residential-with horses

**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. <u>four weeks</u> prior to the meeting.**

<u>Conditions</u>

*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.*



Municipal Services Building | 312 W. Whitewater Street | P.O. Box 178 | Whitewater, WI 53190

# 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. N/A 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. N/A 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. N/A Loading: location, dimensions, number of spaces, internal circulation.
9. N/A Landscaping: including location, size and type of all proposed planting materials.
10. Floor plans: of all proposed buildings and structures, including square footage.
    existing barn, horse enclosure
11. N/A Signage: location, height, dimensions, color, materials, lighting and copy area.
12. Grading /drainage plan of the proposed site.
    existing
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.
    Landscaping

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

3rd Feb 2016

COBURN PROPERTY
509 S. FRANKLIN ST.
WHITEWATER, WI 53190

STATEMENT OF USE

- Home owner intends to keep horses on property in existing barn and proposed enclosed pasture.
- Horses and structures involved are intended for private/homeowner use.

Anne Coburn
Home Owner

## 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. | Neighbors have been contacted and have responded positively - ie. neighbors have indicated they would have no trouble with the proposed horse enclosure or having horses on their neighboring property. |
| B. That utilities, access roads, parking, drainage, landscaping, and other necessary site improvements are being provided. | - Electric will be handled by Bright Nights,<br>- Landscaping, and all related issues to landscaping will be handled by New View Landscape, LLC.<br>- Minimal disturbance of land predicted (ie - fence installation) |
| 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. | - Regulations of the district have been followed.<br>- Lot is 9.8 Acres / Approx 6 Acres useable for horses<br>- Barn and containment area will be enclosed<br>- Horses will be kept for private use<br>- Neighbors have been contacted about fence location<br>- Manure management will be established |
| D. That the conditional use conforms to the purpose and intent of the city Master Plan. | - This conditional use is intended for private/Home-owner use.<br>- Neighbors are in favor of site plan.<br>- All costs associated will be paid for by home owner. |

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

Applicant's Signature: _____ Date: 13 Feb 2016

Printed: Anne Coburn

## 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 ~~2-18-16~~ 2-3-16. Received by: JWegner Receipt #: 6,012372

2) Application is reviewed by staff members.

2) Class 1 Notice published in Official Newspaper on 2-3-16.

3) Notices of the Public Hearing mailed to property owners on 2-29-16.

4) Plan Commission holds the PUBLIC HEARING on 3-14-16. 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 ARCHITECHTURAL 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: Anne Coburn

Applicant's Mailing Address: 509 S. Franklin St
Whitewater WI 53190

Applicant's Phone Number: 920. 723 4815

Applicant's Email Address: annecoburn@coburn.com

Project Information:

Name/Description of Development: fencing for horses

Address of Development Site: 509 S. Franklin St.

Tax Key Number(s) of Site:

Property Owner Information (if different from applicant):
Name of Property Owner: Same

Property Owner's Mailing Address: Same

## Section B: Applicant/Property Owner Cost Obligations

**---------- To be filled out by the Neighborhood Services Department ----------**

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

A. Application Fee.....$_____

B. Expected Planning Consultant Review Cost .....$ _____

C. Total Cost Expected of Applicant (A+B) .....$ _____

D. 25% of Total Cost, Due at Time of Application.....$ _____

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

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

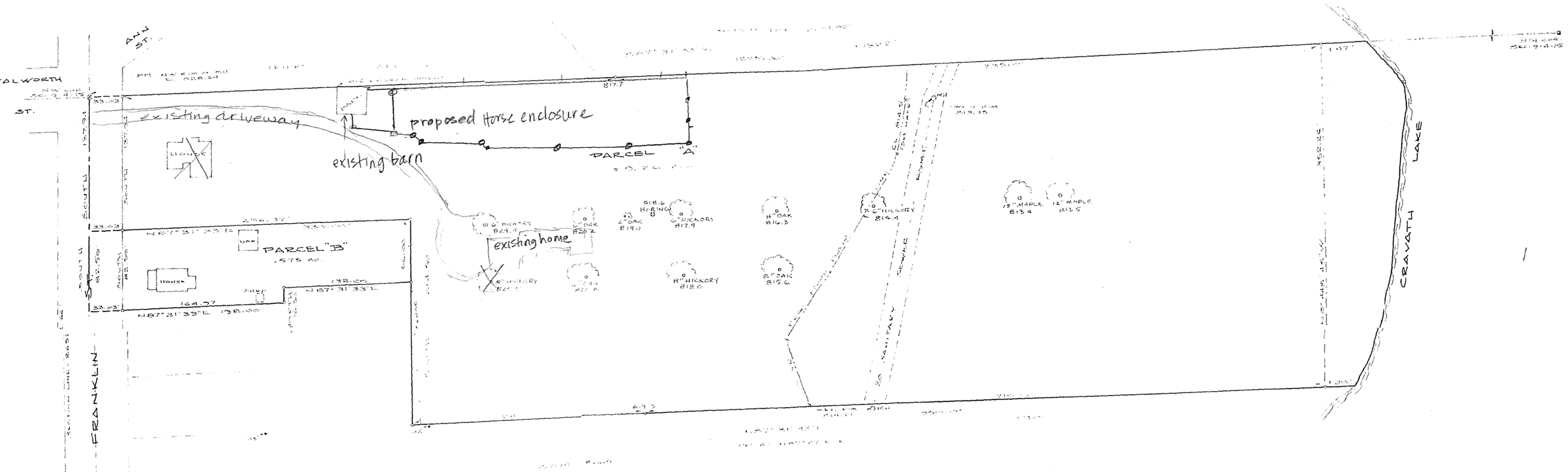
## Section C: Agreement Execution

**---------- To be filled out by the Applicant and Property Owner ----------**

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

| | |
|---|---|
| Signature of Applicant/Petitioner | Signature of Property Owner (if different) |
| Anne Coburn | |
| Printed Name of Applicant/Petitioner | Printed Name of Property Owner (if different) |
| 3rd Feb 2016 | |
| Date of Signature | Date of Signature |

COBURN PROPERTY
509 S. FRANKLIN ST
WHITEWATER, WI 53190




- ⊗ Corner location from County Survey or ties.
- ◡ Found 4" Diameter Aluminum Monument.
- • Found 1" O.D. Iron Pipe.
- ○ Set ¾"x18" Iron Rod.

**LEGAL DESCRIPTION PARCEL "B"**

Part of the NW ¼ of Section 9, T4N, R15E, City of Whitewater, Walworth County, Wisconsin to-wit:

Commencing at the NW corner of said Section 9, thence SOUTH, along the west line of said NW ¼ also being the centerline of Franklin Street, 137.94 feet to the point of beginning; thence continue SOUTH, along said west line and centerline, 82.50 feet; thence N87°31'33"E, 198.00 feet to a ¾" iron rod; thence NORTH, 16.50 feet to a ¾" iron rod; thence N87°31'33"E, 132.00 feet to a ¾" iron rod; thence NORTH, 66.00 feet to a ¾" iron rod; thence S87°31'33"W, 330.00 feet to the point of beginning, containing 0.575 acres and subject to a road right-of-way

**DESCRIPTION – PARCEL "A"**

Part of the NW ¼ of Section 9, T4N, R15E, City of Whitewater, Walworth County, Wisconsin, to-wit:

Beginning at the NW corner of said Section 9; thence SOUTH, along the west line of said NW ¼ also being the centerline of Franklin Street, 137.94 feet; thence N87°31'33"E, 330.00 feet to a ¾" iron rod; thence SOUTH, 214.50 feet to a ¾" iron rod on the north line of Certified Survey Map #664; thence N87°31'33"E, along said north line 950.00 feet to a ¾" iron rod meander corner which is S87°31'33"W, 30 feet more or less from Cravath Lake; thence N0°48'45"W, along a meander line, 352.26 feet to a ¾" iron rod meander corner on the north line of said NW ¼ which is S87°31'33"W, 47 feet more or less from Cravath Lake; thence S87°31'33"W, along said north line, 1275.00 feet to the point of beginning, containing 9.26 acres more or less which includes all lands between the described meander line the courses S87°31'33"W, 30 feet more or less, S87°31'33"W, 47 feet more or less and Cravath Lake and subject to a road right-of-way across the west 33 feet.

**CERTIFICATION**

I hereby certify that the property described above has been surveyed under my responsible direction and supervision and that this map is an accurate representation of the lot lines and dimensions, and the principle lines of the permanent structures hereon.

Date: 9-28-06
Rev. 12-1-06

James B. Woodman
Professional Land Surveyor, S-1239

WISCONSIN JAMES B. WOODMAN

NOTES: This lot may be subject to any and all easements or agreements either recorded or unrecorded.

The 100 year regional flood plain elevation of 814.5 was determined from a flood hazard investigation by the Army Corps of Engineers dated May, 1979, and confirmed by Bruce Parker, Whitewater Zoning Administrator.

Elevations are to U.S.G.S. datum.

This lot may contain, or be in close proximity to wetlands. If so, it is subject to the various regulations governing same.

PREPARED FOR: Thayer Coburn
156 N. Fremont
Whitewater, WI 53190

WOODMAN & ASSOCIATES, S.C.
Professional Land Surveyors
210 MADISON AVENUE
FORT ATKINSON, WISCONSIN 53538
(920) 563-6162
FAX (920) 563-6654

# 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: March 14th 2016

Re: **Item # 7** Proposed Zoning Map change to rezone B-1 Community Business District to R-3 Multi-Family Residence District per Section 19.69 at 707 W Walworth Ave. Tax ID# /HA 00001 for A.J. Tanis (Tanis Construction).

---

| **Summary of Request** | |
|---|---|
| **Requested Approvals:** | Proposed Zoning Map change to rezone B-1 Community Business District to R-3 Multi-Family Residence District |
| **Location:** | 707 W Walworth Ave. Tax ID# /HA 00001 |
| **Current Land Use:** | Currently unoccupied, previously a daycare facility. |
| **Proposed Land Use:** | Multi-Family Residence |
| **Current Zoning:** | B-1 Community Business |
| **Proposed Zoning:** | R-3 Multi-Family Residence District |
| **Comprehensive Plan's Future Land Use:** | Community Business |

| **Surrounding *Zoning* and Current Land Uses:** | | |
|---|---|---|
| | *NORTH*<br>*R-3* Multi-family Residence | |
| *WEST*<br>*B-1* Community Business | Subject Property | *EAST*<br>*R-3* Multi-family Residence |
| | *SOUTH*<br>*R-3* Multi-family Residence | |

**Description of the Proposal:**

This proposal involves a request to change the current B-1 Community Business District to R-3 Multi-Family Residence District.

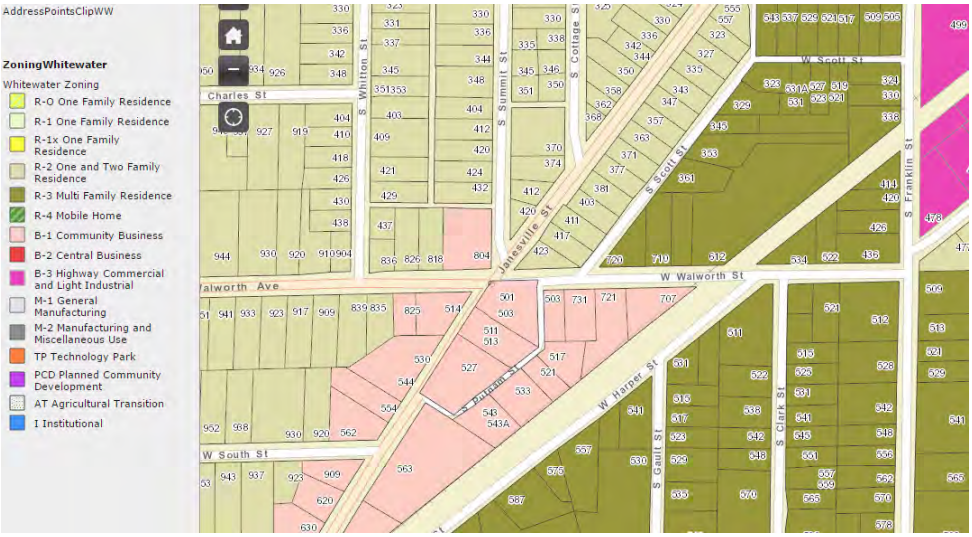
| | |
|---|---|
| Current Zoning: | B-1 Community Business District |
| Proposed Zoning: | R-3 Multi-Family Residence District |

The Plan Commission holds the public hearing on a Zoning Map Change request, and forwards a recommendation to the Common Council.

**PLANNER'S RECOMMENDATIONS:**

I recommend that the Plan and Architectural Review Commission recommend approval of the proposed Zoning Map change to rezone the property located at 707 W. Walworth Ave. from B-1 Community Business District to R-3 Multi-Family Residence District, subject to the findings presented below.

1. Zoning Map Amendments and other changes to the Zoning Ordinance are addressed by Chapter 19.69.
2. Subsection 19.69.010 enables the Plan Commission to review and recommend, and the City Council to consider amendments to zoning district boundaries whenever the public necessity, general welfare or good zoning practice are accomplished.
3. Any other conditions identified by City Staff or the Plan Commission.


AddressPointsClipWW
ZoningWhitewater
Whitewater Zoning
R-O One Family Residence
R-1 One Family Residence
R-1x One Family Residence
R-2 One and Two Family Residence
R-3 Multi Family Residence
R-4 Mobile Home
B-1 Community Business
B-2 Central Business
B-3 Highway Commercial and Light Industrial
M-1 General Manufacturing
M-2 Manufacturing and Miscellaneous Use
TP Technology Park
PCD Planned Community Development
AT Agricultural Transition
I Institutional
Charles St
S Whitton St
S Summit St
S Cottage St
W Scott St
S Scott St
S Franklin St
Janesville St
W Walworth St
Walworth Ave
S Putnam St
W Harper St
S Clark St
S Gault St
W South St

**CITY OF WHITEWATER**
**PETITION FOR CHANGE OR AMENDMENT OF ZONING**

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

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

**PROCEDURE**

1. File the Petition with the City Clerk. Filed on 2-12-16.
2. Class 2 Notices published in Official Newspaper on 2-18-16 & 2-25-16.
3. Notices of Public Hearing mailed to property owners on 2-29-16.
4. Plan Commission holds PUBLIC HEARING on 3-14-16.
   They will hear comments of the Petitioner and comments of property owners. Comments may be made either in person or in writing.
5. At the conclusion of the Public Hearing, the Plan Commission makes a decision on the recommendation they will make to the City Council.
6. City Council consideration of the Plan Commission's recommendation and final decision on adoption of the ordinance making the change.

   _____

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

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

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

**City of Whitewater**
**Application for Amendment to Zoning District or Ordinance**

**IDENTIFICATION AND INFORMATION ON APPLICANT(S):**

Applicant's Name: AJ Tanis Phone # 262 472 0598

Applicant's Address: 1232 W. Walworth Ave Whitewater WI 53190

Owner of Site, according to current property tax records (as of the date of the application):
Ron Wellington

Street address of Property: 707 Walworth Ave Whitewater WI

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

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

Name of Individual: _____ Name of Firm: _____

Office Address: _____ Phone: _____

Name of Contractor: Tanis Construction

Has either the applicant or the owner had any variances issued to them on any property? YES ☐ NO ☒
If YES, please indicate the type of variance issued and indicate whether conditions have been complied with:

**EXISTING AND PROPOSED USES:**

**Current Zoning District or Ordinance to be Amended:**

B1 Zoning

**Proposed Zoning District or Ordinance**

R3 Zoning

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

**PLANS TO ACCOMPANY APPLICATION**

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

**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; | ~~Not at this time~~ Yes |
| B. The Proposed development will be consistent with the adopted city master plan; | Yes. |
| C. The proposed development will be compatible with and preserve the important natural features of the site; | Yes No change |
| D. The proposed use will not create a nuisance for neighboring uses, or unduly reduce the values of an adjoining property; | No improve |

| STANDARD | APPLICANT'S EXPLANATION |
| --- | --- |
| E. The proposed development will not create traffic circulation or parking problems; | housing units will be installed according to the existing parking availabe |
| 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; | will remain the Same foot print with only small alteration to the exterior exits (Type of doors), (I won't need as many exterior doors) |
| 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; | N/A |
| H. The proposed structure, addition or alteration will not substantially reduce the availability of sunlight or solar access on adjoining properties. | will remain the Same |

## 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 Feb. 12th 2016

**APPLICATION FEES:**

***Fee for Amendment to Zoning or Ordinance: $200***

Date Application Fee Received by City 2-12-16 Receipt No. 6.012367

Received by J. Wegner

## TO BE COMPLETED BY CODE ENFORCEMENT/ZONING OFFICE:

Date notice sent to owners of record of opposite & abutting properties: 2-29-16
Date set for public review before Plan & Architectural Review Board: 3-3-16

**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** | |
| andard (not PCD) zoning district | $400 to $2,000 |
| ined Community Development zoning district, assuming complete GDP & SIP application submitted at same time | $2,100 to $12,000 |
| **Land Division** | |
| d Survey Map | Up to $300 |
| nary Subdivision Plat | $1,500 to $3,000 |
| lat (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: A J Tanis

Applicant's Mailing Address: 1232 W. Walworth Ave
Whitewater WI 53190

Applicant's Phone Number: 262 472 0598

Applicant's Email Address: Allen.Tanis@yahoo.com

Project Information:

Name/Description of Development: Learning Depot

Address of Development Site: 707 Walworth Ave Whitewater WI

Tax Key Number(s) of Site: _____

Property Owner Information (if different from applicant):

Name of Property Owner: Ron Wellington

Property Owner's Mailing Address: 704 Walworth Ave
Whitewater WI 53190

## 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

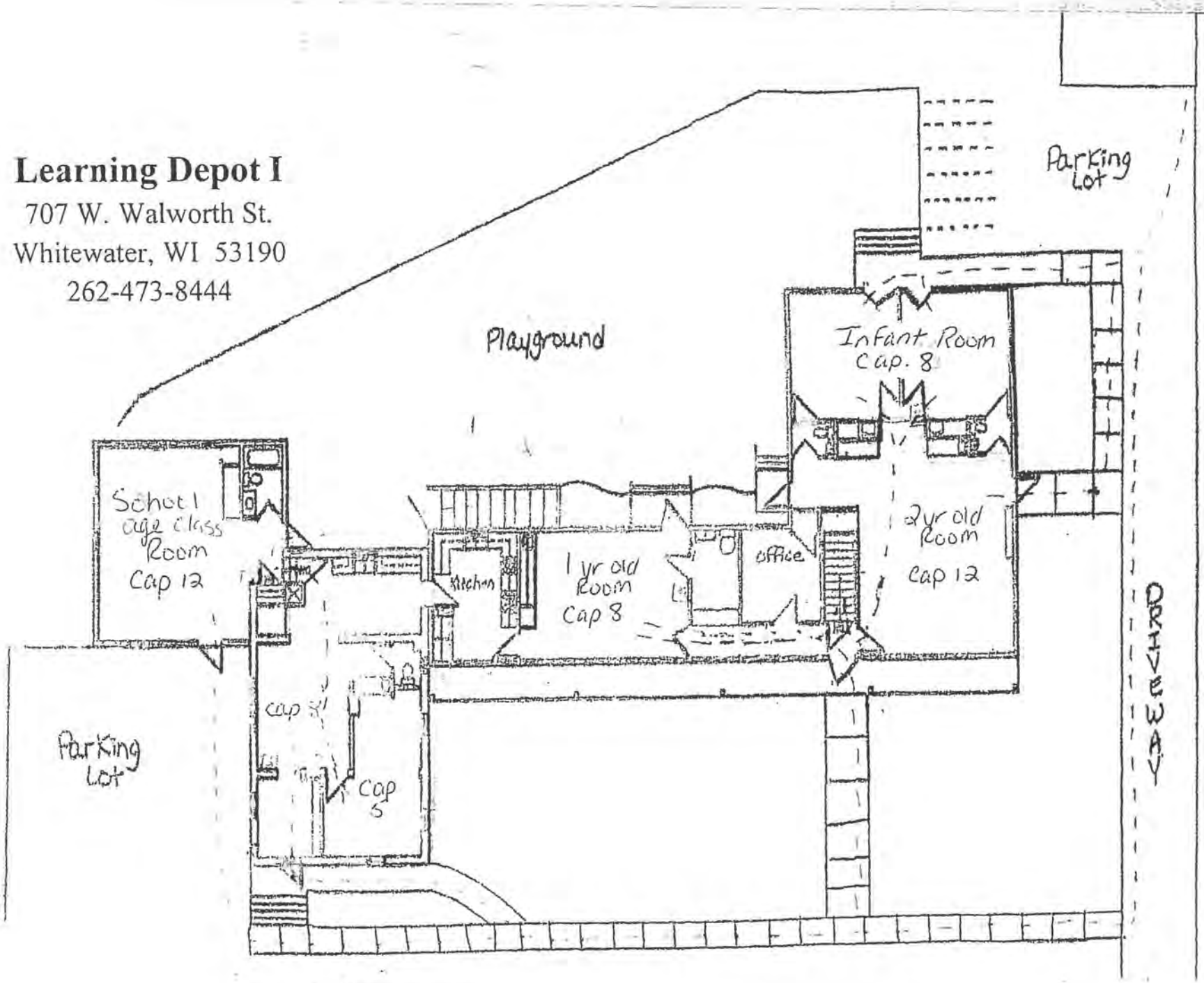
---------- **To be filled out by the Applicant and Property Owner** ----------

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) |
| AJ Tanis | Ronald B Walenton |
| Printed Name of Applicant/Petitioner | Printed Name of Property Owner (if different) |
| 2/11/2016 | 2/11/16 |
| Date of Signature | Date of Signature |

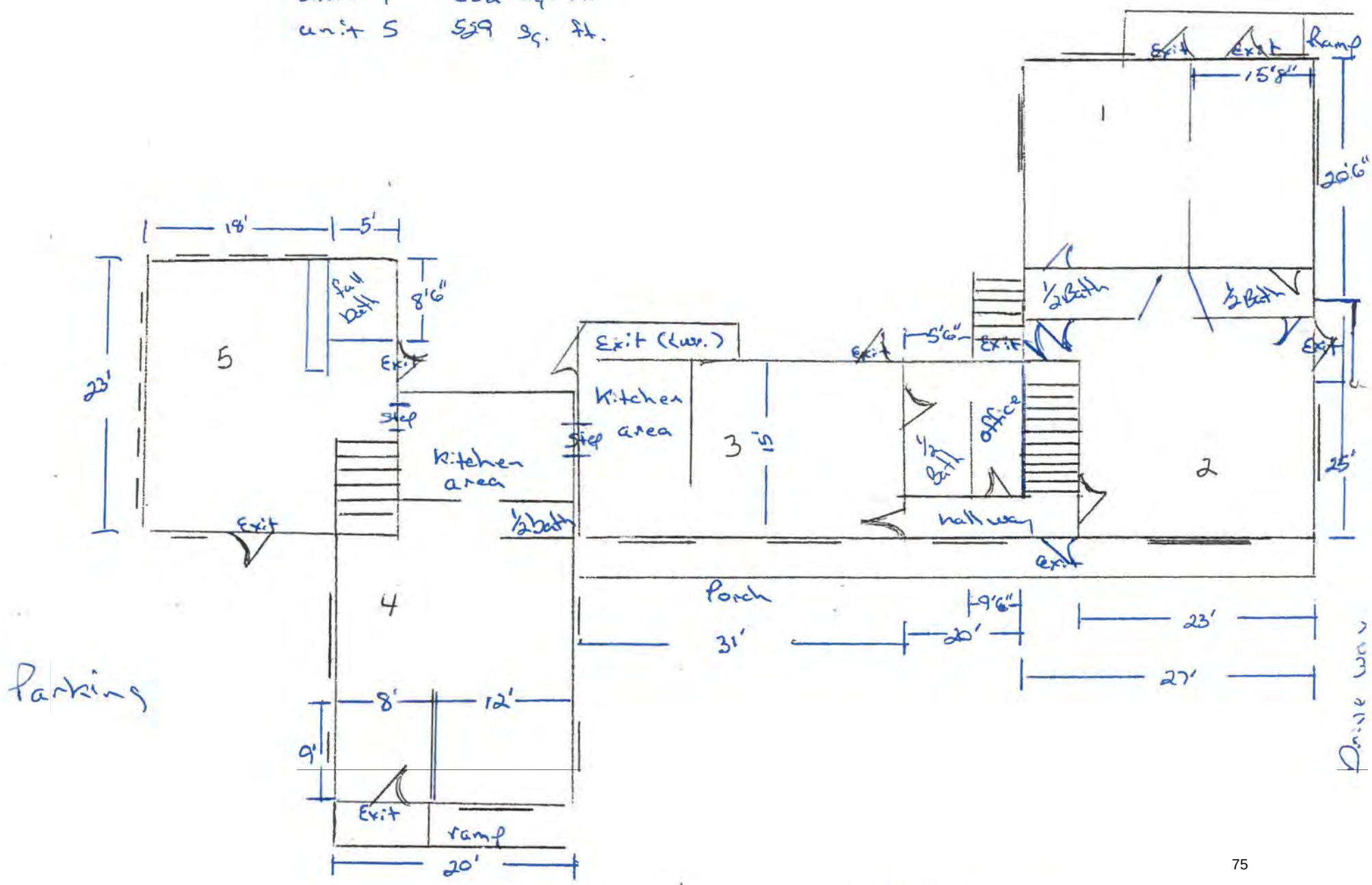
# Learning Depot I

707 W. Walworth St.
Whitewater, WI 53190
262-473-8444



Main floor

existing unit 1 584 sq ft
unit 2 603. sq ft
unit 3 515.4 sq. ft.
unit 4 652 sq. ft.
unit 5 539 sq. ft.

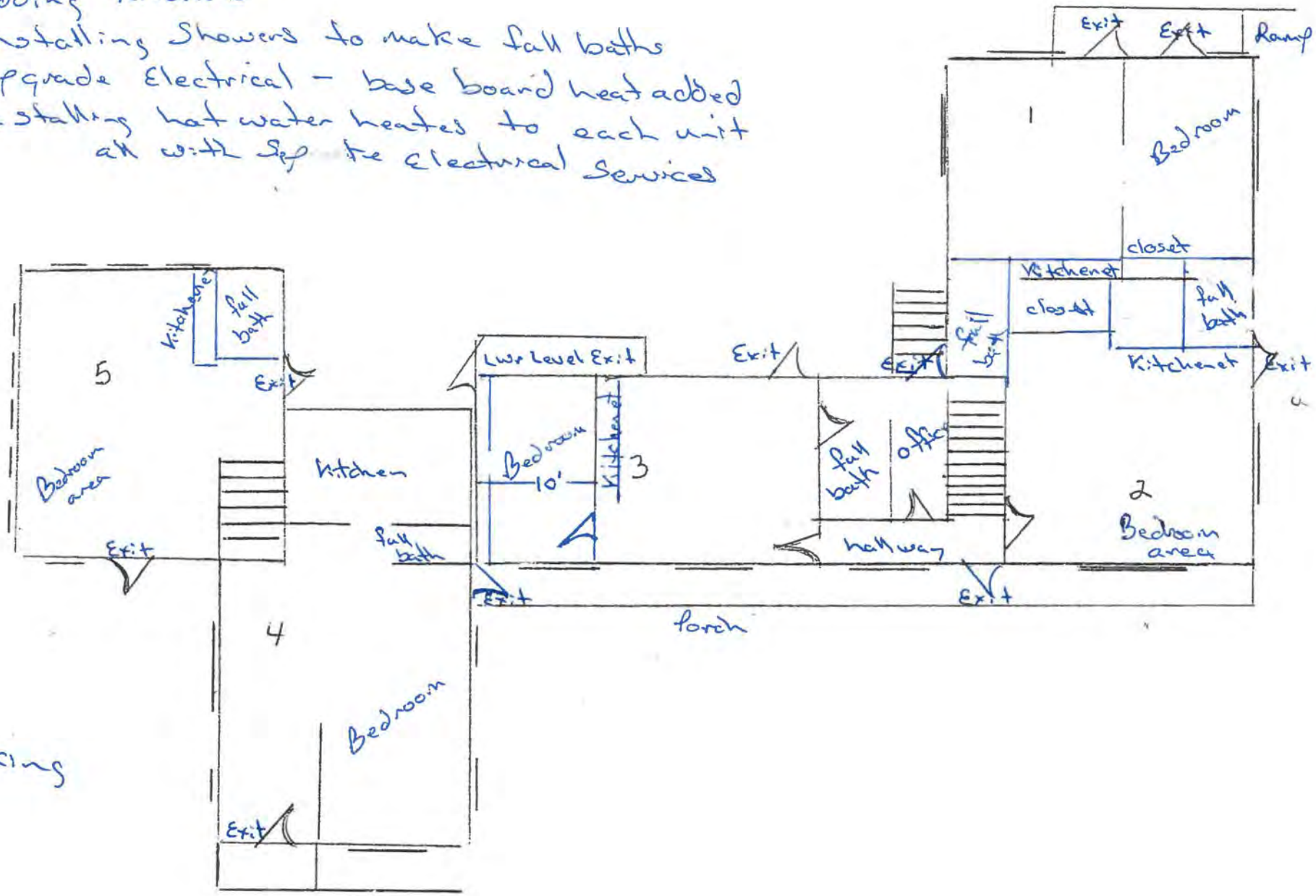


Main floor

Changed

closing door ways between units
adding kitchets
installing Showers to make full baths
upgrade Electrical - base board heat added
installing hot water heaters to each unit
all with Sep te Electrical Services

Parking

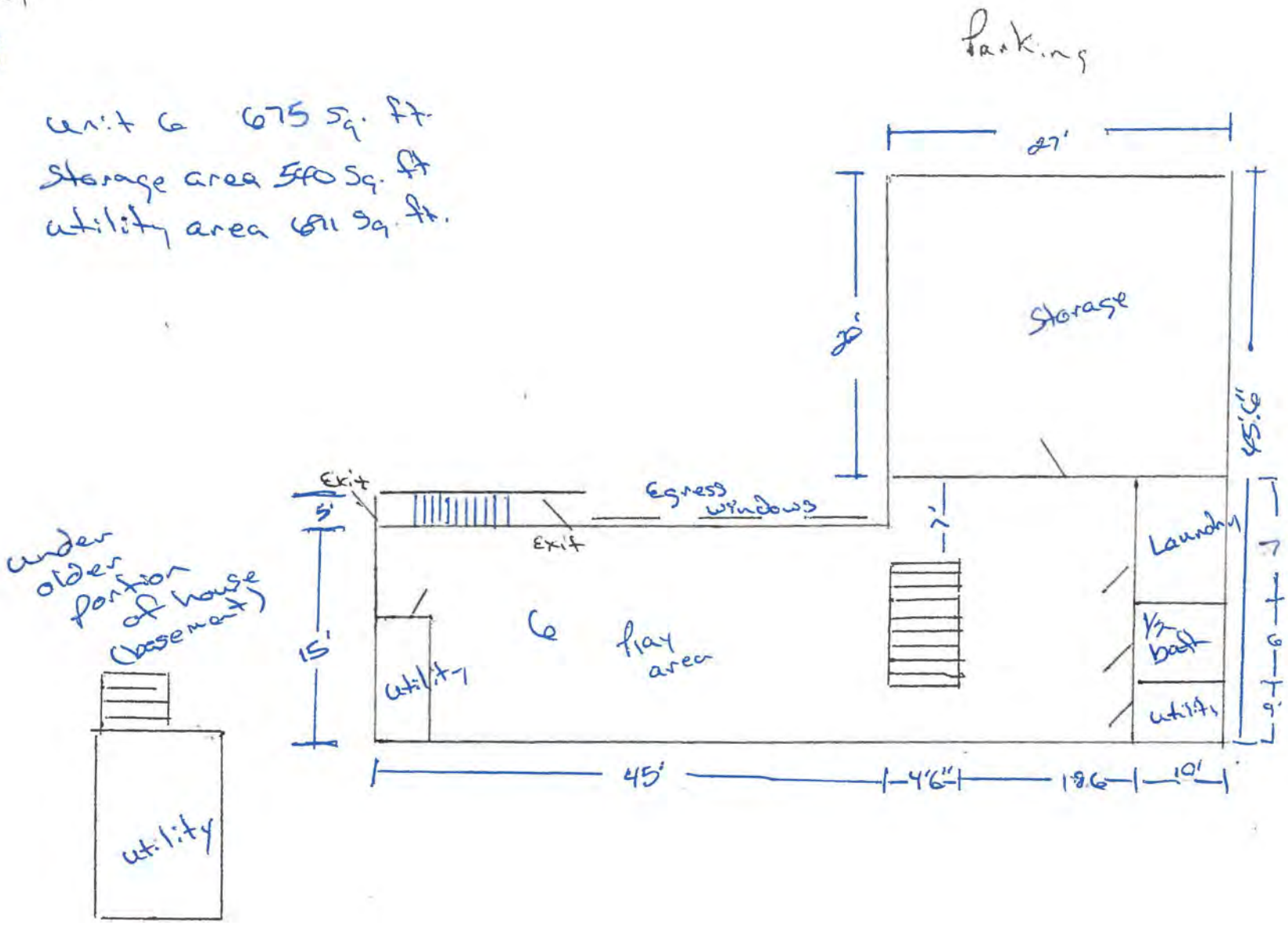



Parking

S

Lower Level
existing

unit 6 675 sq. ft.
storage area 540 sq. ft
utility area 681 sq. ft.

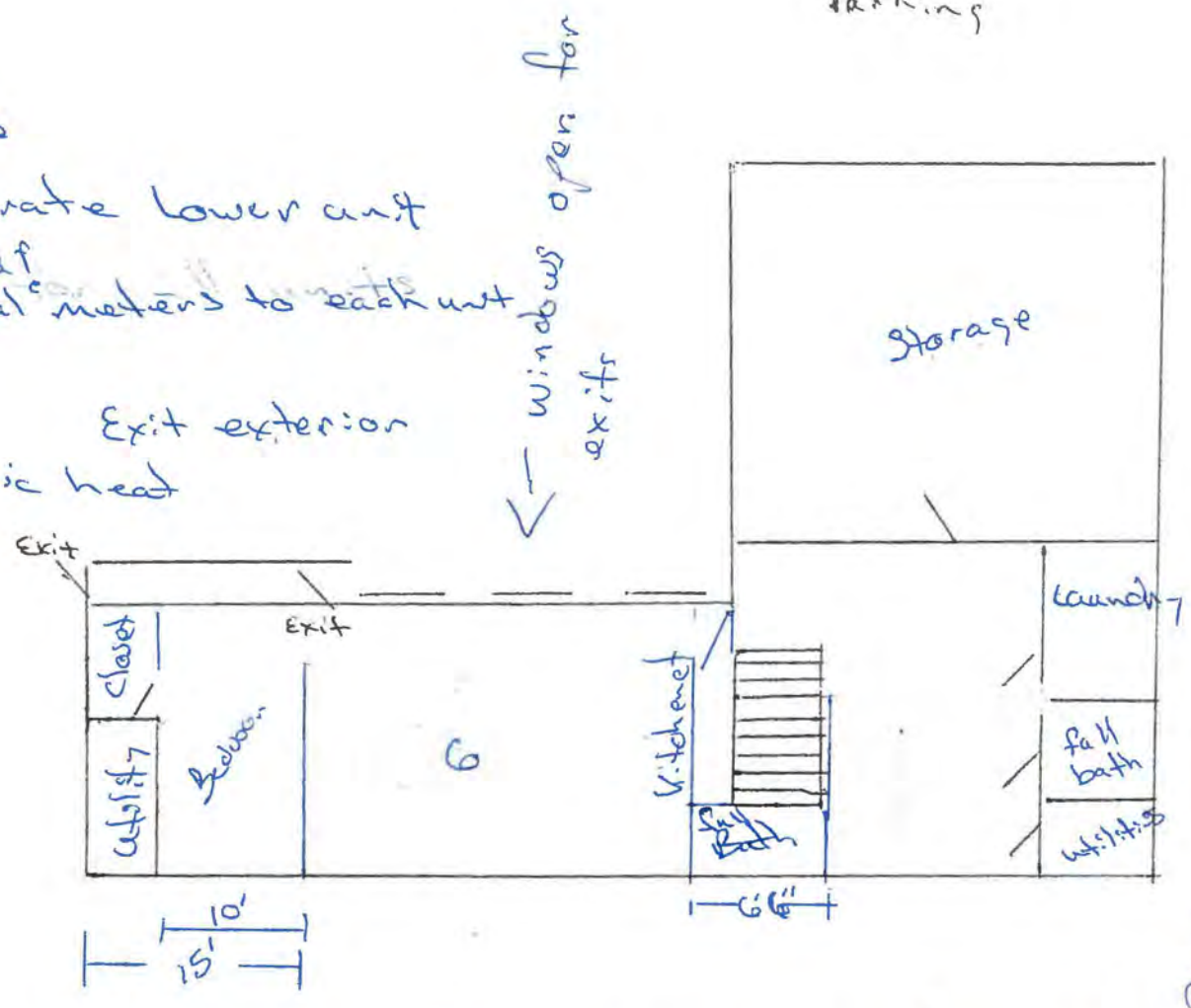



N

Lower Level
changes

full bath added unit 6
wall in place to seperate lower unit
bedroom & bath area
adding seperate Electrical meters to each unit
Kitchet added. unit 6
10' x 14'4" bedroom
adding base board electric heat
Air Zoned to each unit

Exit exterior




Parking

Laundry opened up for all units
Storage area open
with areas for all units
utility area

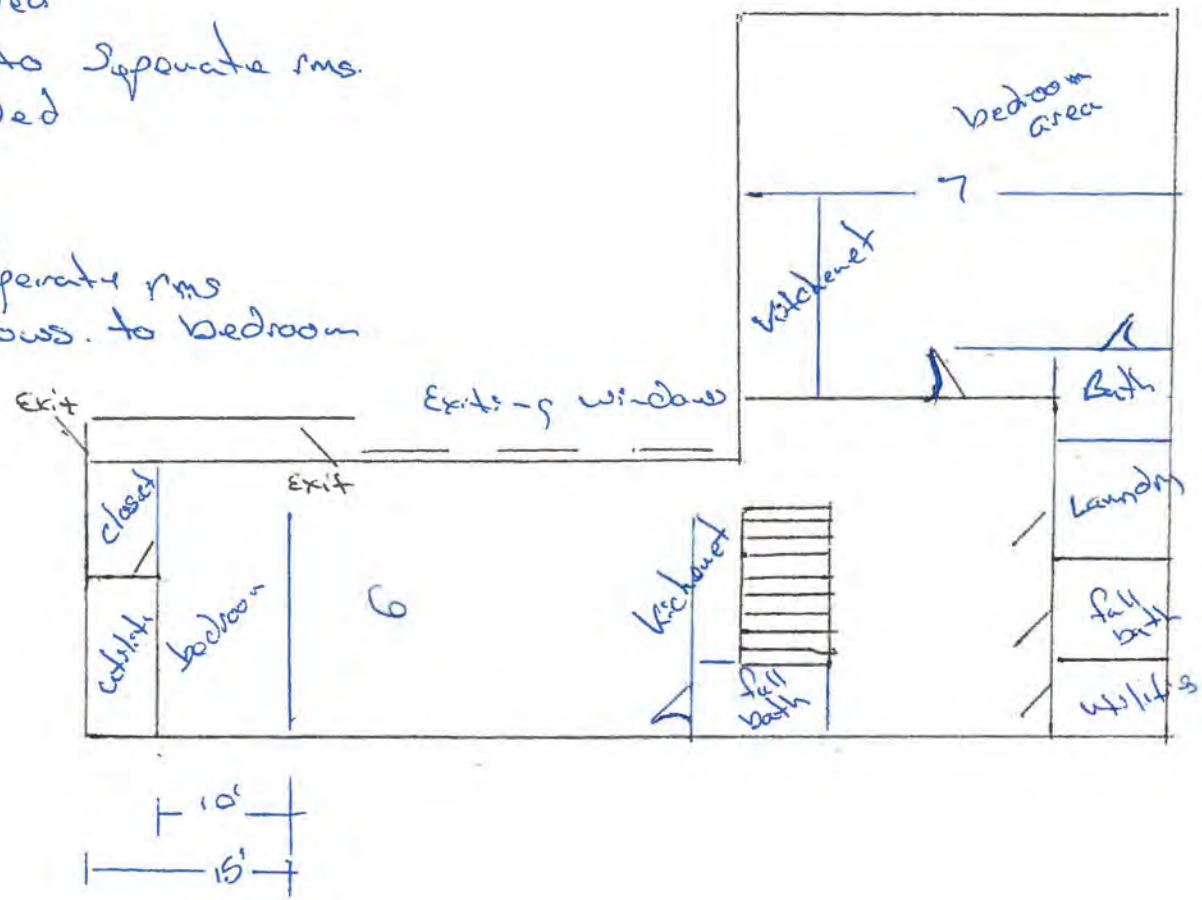
Lower Level
proposed two units

unit 6
full bath added
walls in place to separate rms.
Kitchenet added

unit 7
adding full bath
adding walls to seperate rms
adding Exiting windows. to bedroom
area!
and Kitchenet

basement under
older house
structure

Parking



Lower Level proposed changes (8)

unit 6
full bath added
walls in place to seperate rooms
Kitchet added along with bathroom

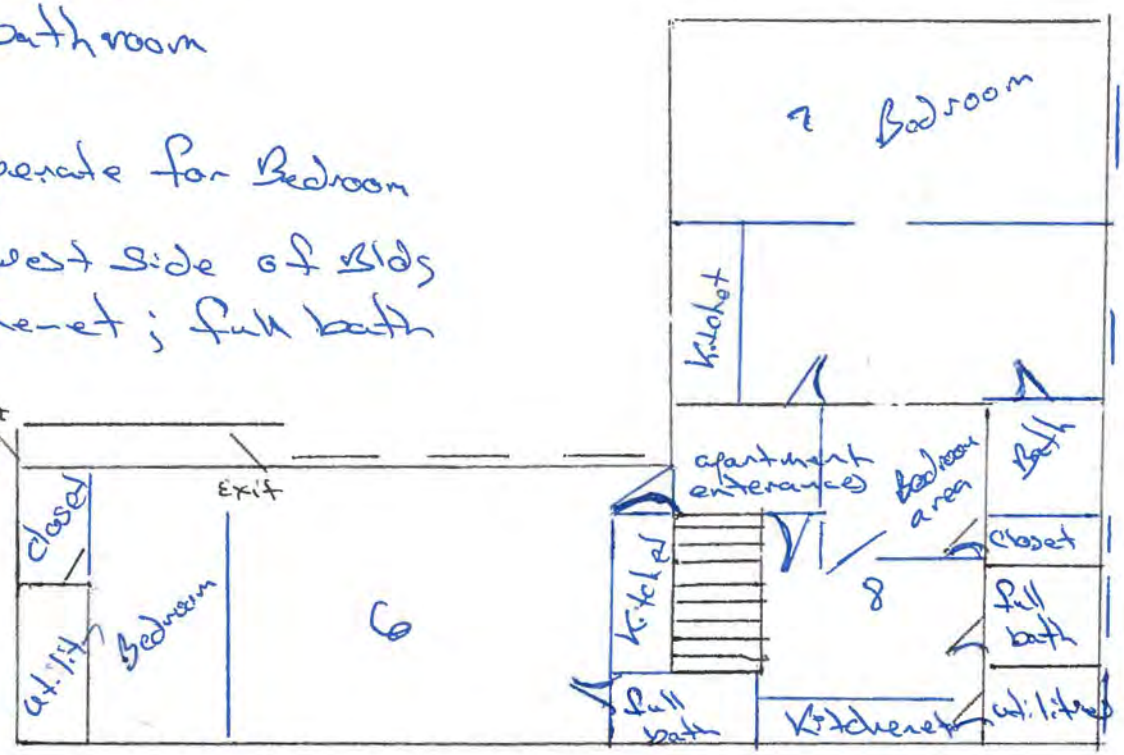
unit 7
added walls to seperate for Bedroom
added bath & kitchenet
adding Exit windows along west side of Bldg

unit 8 adding Kitchenet; full bath
walls to seperate rooms
Exit windows on west side of bldg.

Basement
under older house
portion!

Parking

Parking




unit 6 sq ft. 675

unit 7 taking the storage area sq. ft. 540

unit 8 taking the utility area

All units will have seperate utilities (meter) sq. ft. 628

E

W

N