

CITY OF WHITEWATER
PLAN AND ARCHITECTURAL REVIEW COMMISSION
Whitewater Municipal Building Community Room
October 11, 2010

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

Chairperson Torres called the meeting of the Plan and Architectural Review Commission to order at 6:00 p.m. He noted that Item #3b. Staff Report was removed from the agenda.

PRESENT: Torres, Coburn, Stone, Binnie, Dalee, Miller, Meyer (Alternate). ABSENT: Zaballos. OTHERS: Wallace McDonell/City Attorney, Bruce Parker/Zoning Administrator, Wegner/Secretary.

HEARING OF CITIZEN COMMENTS. This is a time in the agenda where citizens can voice their concerns. They are given three minutes to talk. No formal Plan Commission Action will be taken during this meeting although issues raised may become a part of a future agenda. Items on the agenda may not be discussed at this time.

There were no citizen comments.

REPORTS:

a. City Attorney report on the Transparency Ordinance and how it relates to Boards and Commissions reports and procedures. City Attorney McDonell reported that the City Council passed the first reading of the Transparency Ordinance at their last meeting. The second reading will be next week. If passed, this would mean that all meeting agendas would need to be posted 72 hours in advance of the meeting. If an item is added to the agenda between 24 hours and 72 hours before the meeting, it would need a majority vote to take up the matter. For the Plan Commission, the Transparency Ordinance would mean the Plan Commission agenda would be posted on-line within 72 hours of the meeting and the entire packet would be posted 24 hours prior to the meeting. Larger items, that would be very difficult to post on-line, would be noted that a copy could be seen at the City offices. Most items from developers will be required to be submitted electronically. The meeting minutes would need to be posted within 30 days after the meeting. As far as the actual meeting procedures, the Plan Commission would be required to have an agenda item, similar to the City Council, to allow for citizen comments. Any substantive item on the agenda would allow the public an opportunity to comment. Board and Commission reports from outside the Plan Commission could only be reported if the item to be reported was listed on the agenda. For example, Report of the last City Council meeting or Park Board meeting. If they are to report, the information is to be to the City at least one week prior to the meeting in order for it to get on the agenda. Agendas to be published are to be to the newspaper the Tuesday morning prior to the meeting.

MINUTES. Moved by Binnie and Miller to approve the Plan Commission minutes of September 13, 2010. Motion approved by unanimous roll call vote.

REVIEW PROPOSED EXTERIOR ALTERATIONS TO THE BUILDING LOCATED AT 186 W. MAIN STREET FOR DAVE SAALSAA. Zoning Administrator Bruce Parker explained that Dave Saalsaa owns the building with the two businesses and apartments. Two years ago he did the exterior alterations to the east side of the building "Reflections of the Past". Now he is ready to do the "Quiet Hut Sports" portion of the building. Parker had allowed Saalsaa to remove some of the front parts of the building in order to see what was underneath to

work with. The lower column will be left as is for now. The rest of the building will be cleaned and painted. There will be new awnings above the apartment windows. The sign will be a board with block letters. There is no anticipation of lighting on the sign. Downtown Whitewater Inc. has approved these exterior alterations and has recommended that Dave Saalsaa go ahead with his plans. The City Staff recommendation is for approval.

The City Planners felt that Mr. Saalsaa's proposed façade changes would significantly upgrade the appearance of this building and are consistent with the City's Downtown Design Guidelines. They recommended approval of the proposed changes subject to the following conditions:

1. The applicant shall make all changes to the building façade at 186 W. Main Street in accordance with his plans submitted October 4, 2010. Colors and design of the awnings shall be consistent with the "Bisque Brown" color sample submitted as part of Mr. Saalsaa's application.
2. Backlit, plastic signage shall not be allowed on the building. Any new signage must be externally illuminated, consistent with the historic architecture of the building, and shall meet all City of Whitewater signage standards for the central business district.
3. No personal satellite dishes or related equipment may be placed along the Main Street or 2nd Street facades.

Plan Commission Member Stone had one concern in following the Design Guidelines which is the two air conditioners in the upstairs apartment windows on W. Main Street, the front of the building.

Zoning Administrator Bruce Parker explained that the air conditioning units are existing. If the owner was re-developing the building, they would be required to put the units on the roof.

Dave Saalsaa explained that the upper part of the building does not have air conditioning. He cannot afford to retrofit with central air.

Tammy Brodnicki, Executive Director of Downtown Whitewater explained that the windows on the front of the building are the only windows in those apartments. There are no side windows. They would request that the air conditioning units be installed in windows on the side of the building, if they were available.

Moved by Stone and Coburn to approve the exterior alterations to the building at 186 W. Main Street for Dave Saalsaa with the City Planner's three conditions.

INFORMATION:

The next regular Plan Commission meeting will be November 8, 2010.

Moved by Miller and Meyer to adjourn at approximately 6:17 p.m. Motion was approved by unanimous voice vote.

Respectfully submitted,

Jane Wegner
Secretary