

CITY OF WHITEWATER
PLAN AND ARCHITECTURAL REVIEW COMMISSION
Whitewater Municipal Building Community Room
August 8, 2011

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

Call to order and roll call.

Chairperson Torres called the meeting of the Plan and Architectural Review Commission to order at 6:00PM.

Present: Torres, Miller, Meyer, Binnie, Dalee, Knedler, Coburn

Absent: None

Others: Wallace McDonell (City Attorney), Mary Nimm (Interim Manager, Neighborhood Services)

Hearing of Citizen Comments. No formal Plan Commission action will be taken during this meeting ON CITIZEN COMMENTS 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.

Approval of the minutes of June 13, 2011.

Moved by Binnie and seconded by Coburn to approve the Plan Commission minutes of June 13, 2011. Motion approved by unanimous voice vote.

Review and action on one-lot extraterritorial jurisdiction certified survey map for the Mary Ellen Pope Revocable Trust, located in Section 12 along North County Line Road in the Town of Lima.

Interim Manager Nimm explained that this survey is within the City's extraterritorial jurisdiction review, that it is outside of the City sewer service area, and that the agricultural preservation area would be maintained. Nimm noted that both she and City Planner Mark Roffers recommend approval.

Moved by Binnie and seconded by Knedler to approve the extra-territorial one lot certified survey map located in Section 12 along North County Line road in the Town of Lima. Motion approved by unanimous roll-call vote.

Public hearing for the consideration of an amendment to the conditional use permit for the proposed addition to the parking lot at 445 N. Warner Road for CrossPointe Community Church.

Chairperson Torres opened the public hearing for the consideration of an amendment to the conditional use permit for the proposed addition to the parking lot at 445 N. Warner Road for CrossPointe Community Church.

Interim Manager Nimm explained that representatives of the CrossPointe Church approached the City approximately one month ago requesting approval to expand their current parking lot by 80 spaces replacing a temporary parking situation and eliminating the need to park overflow parking on temporary gravel areas. Nimm also explained that there are no proposed changes to the existing R-2 Zoning.

James Hopkins N9334 Warner Rd, Whitewater – informed the Commission of problems with access to their property near the church. He noted that the Church installed “no parking” signs on the DOT fence but that the signs didn’t last very long. Hopkins also stated that there have been 3-5 incidents where access to their property has been blocked by users of the Church. Hopkins explained they have contacted the church each time, and each time it has been corrected. Hopkins stated that a trailer parked there last week and it was moved when asked. Hopkins then noted he put up two “no parking signs” and cleaned around yellow posts. Lastly Hopkins then commented and asked “why do we have to monitor access to our property when it is set up in original conditions that we shall have access to our property?”

Rod Dalee responded with the question asking if the new parking lot would solve the problem.

Bob Cutshall 1135 Walworth Ave, Whitewater responded saying that yes, the Church has tried its best to keep open access. Mr. Cutshall noted that the additional parking will allow Sunday vehicles to park away from the edge of the road and keep cars from the farmland access. Adding the parking lot will alleviate parking along the gravel access.

Beverly Hopkins requested a map of the proposed work.

Cutshall gave each member of the Commission an aerial photo of the Church and surrounding properties. He suggested that if they follow Warner road (on the aerial map), to the blacktop road it then turns to gravel at the end and explained that is where the farmer needs access to his crop. He then explained that on Sunday, cars will park there. If they are granted permission to add the parking lot, the cars will now park in the lot and no longer park on the gravel, blocking access into the farm property.

Miller asked if there could be posted no parking along entrance road.

Beverly Hopkins noted that there are also problems during the week. She noted she had to clean up garbage this last week, the vegetation is overgrown and she had to move stuff out of the roadway.

Cutshall noted that the Church is not aware of this happening. The semi-annual meeting of the Church is approaching and he will mention to the members that the area be kept clean and clear.

Beverly Hopkins also noted that every time they talk to someone in the church, the response is that the members claim they don’t know.

Cutshall agreed to make sure there is proper signage.

In a memo to the Commission, Mark Roffers made his recommendation to approve both the conditional use permit and site plan submittal for the proposed parking lot expansion for the CrossPointe Community Church, subject to the following conditions:

1. The applicant shall make site improvements in accordance with the following plans, except as any changes to these plans are required to meet the remaining conditions of approval:
 - a. The Grading, Paving, and Erosion Control Plan dated July 2011.
 - b. The Revised Landscape Plan dated July 25, 2011.
 - c. The Details Sheet dated July 2011.
 - d. To the extent they are not changed by the above listed plans, all other plans approved by the Plan and Architectural Review Commission on January 23, 2006 shall continue to apply.
2. Prior to the commencement of this project, the applicant shall:
 - a. Address all outstanding issues related to stormwater management, grading, and erosion control, as determined by and to the satisfaction of the City's engineering consultant.
 - b. Amend the landscape plan to indicate that the three trees west of the parking lot expansion area will be installed in conjunction with the current parking lot and berm expansion project.
 - c. Provide the City Planning Consultant with information indicating that the Town of Whitewater has reviewed this request, and found no significant issues with regards to impacts on Warner Road or its intersection with Business Highway 12.
 - d. If the proposed gravel driveway off of the south corner of the parking lot is intended for general parking lot access (rather than just construction and emergency access), redesign that driveway so it connects to a more logical location at the end of a parking lot drive aisle.
3. Unless it is redesigned as indicated in condition 2(d), the Church shall sign the gravel driveway as being for emergency access only.
4. The Church (or future owner) shall participate on the costs of any future upgrades to the intersection of Business Highway 12 and Warner Road, with the timing and extent of the intersection upgrades as determined by the applicable governmental unit(s), and with the Church's share of the upgrade costs in proportion to the traffic demand placed on that intersection from the Church relative to other users, within 60 days of being provided with a written notice and cost estimate from the Director of Public Works. [continuation of 2006 CUP approval condition]
5. If and when the church proposes any expansion to the building, the church (or future owner) shall have prepared by a professional traffic engineer a traffic impact analysis, considering the cumulative effects of the project(s) on nearby roadways. [modification of 2006 CUP approval condition]
6. When provided a written notice or assessment from the Director of Public Works, the Church (or future owner) shall be responsible for the full cost of installing public street improvements meeting City subdivision ordinance standards in the Warner Road right-of-way west of the property. [continuation of 2006 CUP approval condition]
7. Prior to the installation of a public street within the Warner Road right-of-way west of the Church property, the Church shall be fully responsible for installing and maintaining (including plowing) a hard-surfaced (paved) private driveway within that right-of-way. The Church (or future

property owner) shall continue to allow access through that driveway and right-of-way to the property to the south. [continuation of 2006 CUP approval condition]

8. Once public sanitary sewer and/or service(s) is available to serve the property, the Church (or future property owner) shall connect to such service(s) and properly abandon on-site well and/or septic systems. Such action(s) shall take place upon receipt of a written request and timeframe from the Director of Public Works. [continuation of 2006 CUP approval condition]

Chairperson Torres closed the Public Hearing.

Coburn noted that this is a nice facility and that she noticed no lighting in the new parking area.

Cutshall responded by noting there is rarely full capacity at evening events and that overflow parking is not needed during the evening. He then noted that there is not a requirement that there be parking lights installed with the expansion, however they can add lights at a later date if need be.

Miller moved approval subject to the conditions presented by Roffers with an additional condition of approval that signage be installed at the entrance road. Meyer seconded. Motion approved by unanimous roll-call vote.

Cutshall referred to an item in the checklist analysis of the proposed project which refers to the Church meet with the people in the area for their comments. He noted that they went door to door last Wednesday and spoke to each person at home and that there was not one negative comment about their addition to the parking. He noted one other item in the list was they attend the township meeting. They will attend on this Wednesday for their approval to avoid the traffic study as required upfront.

Future agenda items

Interim Manager Nimm noted that the plans for the renovation of the Historic Train Depot will be brought to the Commission at the September meeting. She also noted that she believes the condo association is working on three-season rooms and that this item should come before the Commission in September.

Next regular Plan Commission meeting- September 12, 2011.

Moved by Miller and seconded by Knedler to adjourn at 6:20PM. Motion was approved by unanimous voice vote.

Chairperson Gregory Torres