

CITY OF WHITEWATER
PLAN AND ARCHITECTURAL REVIEW COMMISSION
Whitewater Municipal Building Community Room
February 11, 2013

**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 6:00 p.m.

Present: Greg Meyer, Lynn Binnie, Karen Coburn, Bruce Parker, Jacob Henley, Cort Hartmann.

Absent: Rod Dalee.

Others: Wallace McDonell (City Attorney), Latisha Birkeland (Neighborhood Services Manager/City Planner).

Hearing of Citizen Comments. Dr. Suzanne Popke, a resident in the Town of Coldspring, wanted the Plan Commission to know that she plans to renovate the Nelson Salisbury House at 404 W. North Street. She would like to keep the home as historically correct as possible. She has been in contact with the Landmarks Commission and the Building Inspector. City Planner Latisha Birkeland has her preliminary conceptual plans. She plans to have her project conceptually reviewed by the Plan Commission at the March 11, 2013 meeting.

Approval of the Plan Commission Minutes. Moved by Binnie and seconded by Coburn to approve the Plan Commission minutes of December 10, 2012 and January 14, 2013 meetings. Motion was approved by unanimous voice vote.

Review the proposed certified survey map for the expansion of the property located at 736 E. Executive Drive; Review the proposed construction of a 9000 sq. ft. addition for a raw materials warehouse to be located at 736 E. Executive Drive; and to hold a public hearing for the consideration of a conditional use permit for the construction of a 54 ft. x 36 ft. (1944 sq. ft.) detached garage to be located on the northeast corner of the property at 736 E. Executive Drive for Trostel Ltd. Chairperson Meyer opened the public hearing. City Planner Birkeland explained that there were three items to look at for Trostel at 736 E. Executive Drive. Trostel is looking to extend their building with an addition that will be dedicated to a storage room. The outside storage will be removed. The yard requirements have been met for the M-1 Zoning District. This parcel will be located in both Jefferson and Walworth County. Plan Commission decision will be contingent upon the sale of the 1 acre parcel to Trostel. They are also asking for a conditional use permit for a detached accessory structure larger than 800 sq. ft. for the storage of vehicles and other equipment. Their plans have an increased amount of hard surface and they are under the requirement for deciduous trees by three trees, but they have exceeded the landscaping requirements by over 500 points. Instead of extending the berm along N. Newcomb Street, they added a lot of landscaping to screen the building from Newcomb Street. The photo metrics have been met by the height of the poles and the amount of light spill over at the property line. As far as drainage on this property, there will be under one acre of land disturbed so they will not need a stormwater management plan or permit.

Jeff Knight, Chairperson of the Community Development Authority (CDA), was at the meeting on behalf of the CDA Director Pat Cannon. He explained that the CDA has worked very closely with Trostel. The 1 acre parcel that Trostel will be acquiring is part of a larger parcel. The large parcel will have a common drainage system – region-wide storm water drainage that will be solved long term. Phase 2 of this project will create 16 new jobs over the next three years. The CDA strongly recommended that the Plan Commission support this project to continue this type of positive growth.

Bob Neumann, Architect for the project, and Jayson Irwin and Ross Lund from Trostel were present at the meeting to answer any questions. Their only concern with the conditions of approval was for the berm. Bob Neumann explained that it would be a financial hardship to extend the berm as all the dirt needed for this project is being imported. Their best solution was to install landscaping to give the screening needed.

Chairperson Meyer asked for any public comment. There was none.

When asked about adding trees to the north and northwest sides of the building, City Planner Birkeland stated that trees were provided on the new landscape plan, so condition #4 under “Addition” would be amended by removing the first sentence “Eleven additional large deciduous trees are to be added to the site”. The first item under “CUP – Detached Accessory Structure” for the addition of some trees to the north and northwest side of the accessory structure would also be deleted.

Mark Lilly asked about how the truck traffic would be handled and what the pole building would be used for.

Bob Neumann explained that the docks would be moved to the east side of the building, so all parked trucks will be pointing east instead of north.

Jayson Irwin explained that there would be less truck traffic as there would be no double handling of materials because it would all be stored in the warehouse area. The storage facility will be used to store a truck and a smaller van for moving materials and to store other smaller equipment when it is not in use.

Chairperson Meyer closed the public hearing.

Moved by Binnie and Parker to approve the proposed certified survey map, the construction of a 9000 sq. ft. addition for a raw materials warehouse and a conditional use permit for the construction of a detached accessory structure (54 ft. x 36 ft.) for Trostel LTD at 736 E. Executive Drive with the conditions of the City Planner and City Engineer excluding the requirement for the berm. (See attached approvals and Engineer report.) Aye: Meyer, Binnie, Coburn, Parker, Henley, Hartman. No: None. Absent: Dalee. Motion approved by unanimous roll call vote.

Public hearing for the consideration of a conditional use permit for the construction of a 1560 sq. ft. detached garage with porch to be located at 826 W. Walworth Ave. for C. A. Pope. (This is 760 sq. ft. more than the maximum size (800 sq. ft.) allowed for a detached accessory structure.)

Chairperson Meyer opened the public hearing for consideration of a conditional use permit for the construction of a 1560 sq. ft. detached garage with a porch to be located at 826 W. Walworth Ave. for C.A. Pope.

City Planner Birkeland first explained that there had been a miscalculation of the size of the building. The building is 1,448 sq. ft., plus the porch area of 112 sq. ft. for a total of 1560 sq. ft. The height requirement of the building has been met. The proposed accessory structure exceeds the 10 % lot coverage of the side and rear yard open space area and the 800 sq. ft. maximum size for accessory

structures. City staff does not recommend approval of the conditional use permit. If the Plan Commission approves the conditional use permit, the zoning ordinance for accessory structures should be looked at to make sure it is what the City wants.

Plan Commission Member Binnie asked about it being looked at with the Zoning Rewrite. Binnie asked if the Plan Commission could defer action. Staff could research what other communities have for requirements for accessory structures.

City Planner Birkeland stated she would give the information on accessory structures to Graef to review. When asked how long before the Zoning Rewrite is completed, Birkeland stated that the notices for the proposal would most likely be early to late fall. City Council and Plan Commission will have a couple special meetings prior to that.

City Attorney McDonell stated that if this proposal is not approved, Craig Pope could come back any time with a new proposal. He would just need to re-apply with a new application and fee.

Plan Commission Member Coburn stated that it was nice to see something being done with the house. She felt that endorsing the size of the accessory structure would not be fair to others.

Craig Pope showed the Plan Commission pictures of the restoration of the civil war era home. The garage will have two different roof lines. There will be lower roof line and shutters on the porch area. The garage will have Dutch lap siding to give it the period look. Pope stated that he needs the storage space for his woodworking equipment and the old 1949 GMC pickup truck he is restoring. He stated that the garage provides a buffer between the neighbors and the gas station.

Chairperson Meyer asked for any public comment. There was no comment. Chairperson Meyer closed the public hearing.

The Plan Commission voiced concerns of: the fencing, with two adjacent driveways, would require 15 foot vision triangles on each side; the neighboring property back yard would be facing a 60 foot wall; it would be nice to have the Zoning Rewrite Committee look at the ordinance for accessory structures; would like to see the building downsized, possibly take a bay out to make it smaller; keep the fence away from the alley for snow plowing reasons; Plan Commission wait to make a decision until it goes through the Zoning Rewrite Committee: appreciate what Craig Pope is doing; homes are small in this area, the house makes the garage look huge; if one bay of the garage was removed, the garage would be approximately 1,000 sq. ft. which could be a potential compromise. One bay is approximately 464 sq. ft. Being over the 10% coverage by 299 sq. ft. is not fair to anyone else. How far can the proposed garage be reduced and still approved?

City Attorney McDonell explained that planning on the fly can only be done if the applicant agrees to it. Other options include the Plan Commission approving the conditional use permit with a specific sq. ft., subject to City Planner Birkeland's approval of the final design; or Plan Commission could approve with conditions of what can and cannot be done.

Moved by Henley and Hartmann to table the proposal for Craig Pope to come back with new plans with the accessory structure at about 1000 sq. ft. Notices are to be sent to neighboring property owners (300 ft.). Aye: Meyer, Binnie, Coburn, Parker, Henley, Hartman. No: None. Absent: Dalee. Motion approved by unanimous roll call vote.

Informational Items:

Zoning Rewrite. City Planner Latisha Birkeland announced that at the last meeting of the Zoning Rewrite Committee they discussed commercial, industrial, and manufacturing zoning districts. The consultant will make the proposed changes and send it out to the Zoning Rewrite Steering Committee with the track changes in Word, at least two weeks prior to the next meeting so the committee has time to review the changes.

Future agenda items. City Planner Latisha Birkeland stated that the Plan Commission may have 2 items for the March 11, 2013 Plan Commission meeting: Conceptual review for the proposal for 404 W. North Street and Craig Pope's revised proposal for 826 W. Walworth Ave.

Next regular Plan Commission meeting – March 11, 2013.

Moved by Hartmann and seconded by Henley to adjourn the meeting. Motion approved by unanimous voice vote. The meeting adjourned at approximately 7:25 p.m.

Chairperson Greg Meyer



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

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

Certified Survey Map

Plan Commission Meeting Date: February 11, 2013
Property Owner: Trostel Ltd.
Applicant: Jayson Irwin
Property ID Number: /A2089 00001
Property Address: 736 E. Executive Drive
Whitewater, WI 53190

REGARDING: An approval for a Certified Survey Map for a land division to add one acre of land to the north of the existing property.

Approved subject to the following conditions:

1. The applicant shall comply with all attached City Engineer comments dated 1/25/2013.
2. The applicant shall provide the legal descriptions and other input for the Release of the Utility Easement along the existing property line.
3. The one-acre land purchase with the City of Whitewater and the CSM shall be recorded prior to building permit approval.

This permit was prepared by:

Latisha Birkeland
Neighborhood Services Manager/City Planner



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

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SITE REVIEW

Plan Commission Meeting Date: February 11, 2013
Property Owner: Trostel Ltd.
Applicant: Jayson Irwin
Property ID Number: /A2089 00001
Property Address: 736 E. Executive Drive
Whitewater, WI 53190

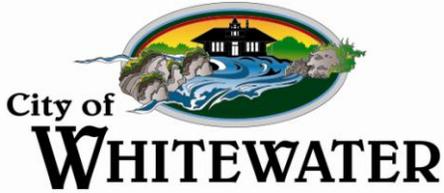
REGARDING: An approval for a site review in a M-1 General Manufacturing District to allow for the construction of a 9,086 sq. ft. addition for a raw materials warehouse to be located at 736 E. Executive Drive.

The Plan and Architectural Review Commission approved the construction of the addition subject to the following conditions:

1. The applicant shall make the building and site renovations in accordance with the plans dated 01/22/2013 with any changes approved by the Plan Commission on 2/11/2013.
2. Comply with all attached City Engineer comments dated 1/25/2013, including any adjustments agreed upon with Strand Associates per recommendation from Plan Commission.
3. The applicant shall comply with all required building codes and City Codes. State approved plans must be received prior to the issuance of a building permit.
4. All approved landscaping shall be installed no later than six months from date of Certificate of Occupancy.

This permit was prepared by:

Latisha Birkeland
Neighborhood Services Manager / City Planner



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GIS and Building Inspections*

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CONDITIONAL USE PERMIT

Plan Commission Meeting Date : February 11, 2013
Property Owner: Trostel Ltd.
Applicant: Jayson Irwin
Property ID Number: /A2089 00001
Property Address: 736 E. Executive Drive
Whitewater, WI 53190

REGARDING: An approval for a conditional use permit (CUP) in an M-1 General Manufacturing Zoning District for the construction of a 54 ft. x 36 ft. (1944 sq. ft.) detached accessory structure to be located on the northeast corner of the property at 736 E. Executive Drive for Trostel Ltd.

Approved subject to the following conditions:

1. The applicant shall comply with all attached City Engineer comments dated 1/25/2013.
2. Allow the extension of the asphalt (33 feet wide x 20 feet in length) from the private drive to the new accessory structure.

This permit was prepared by:

Latisha Birkeland
Neighborhood Services Manager / City Planner

From: Fisher, Mark [<mailto:Mark.Fisher@strand.com>]
Sent: Friday, January 25, 2013 4:27 PM
To: Latisha Birkeland
Subject: Trostel Expansion

Latisha,

This e-mail will summarize our preliminary comments on the plans and CSM related to the expansion of Trostel in the Whitewater Business Park. The plans are dated 1/22/13 and were prepared by Computerized Structural Design, SC. The CSM is dated December 2012 and was prepared by Land-Mark Surveying.

Sheet SD1.0

1. Several mature trees along the north property line will need to be removed and should be noted.
2. The existing site contours do not completely cover the expansion area (garage, etc.).

Sheet SD2.0

1. A significant berm with landscaping exists along the west edge of the property. The berm and landscaping should be extended north to provide screening of the expansion area.
2. The contours shown north of the expansion area appear to indicate drainage toward the site. This does not appear to be correct based on other information. Please confirm.
3. A new chain link fence is shown along the north property line. This should be subject to PC approval.
4. It is difficult to understand the proposed grading based on the contours provided. The plan should be revised to distinguish between existing and proposed contours. Spot elevations at critical locations should also be provided.
5. The "drainage" arrows seem to over-simplify drainage routes. Please review and confirm.
6. An area of new pavement is shown south of the existing driveway. The contours imply this area will be steeply cross-sloped to the north. Will a retaining wall and/or grading be needed along the south side of this area? All grading must be accounted for in total disturbed area.
7. There appears to be a low area east of the northeast corner of the building expansion that does not drain.
8. Proposed finished floor elevation and spot elevations at loading dock areas should be provided.
9. The garage floor elevation and necessary grading around the garage should be provided/shown.
10. Please confirm the existing asphalt driveway will not be reconstructed.
11. The project data table should be revised to include the total disturbed area of the site (including any re-grading) and the total impervious area (including former Executive Court).
12. Erosion control provisions should be shown.

Sheet SD4.0

1. The landscape berm along the west property line should be extended north.
2. Additional plantings/trees should be added on the berm immediately west of the building expansion.
3. Plantings/screening should be provided at the northwest corner of the new garage.

Sheet A5.0

1. The building elevations (loading docks, etc.) should be coordinated with the site grading plan.

CSM:

1. The proposed "20' Water Easement" should be labeled "20' Water Main Easement".
2. An existing "10' platted utility easement" along exists the west side of vacated Executive Court should be shown.
3. What process will be used to vacate existing easements?
4. A shared driveway agreement between property owners on either side of vacated Executive Court should be provided.
5. The 66 feet or frontage along STH 59 for the 1 acre expansion area should include a no access restriction.
6. A utility easement along the north and east sides of the 1 acre expansion area should be provided (shown on site plan).

General:

1. It is our understanding a subsequent facility expansion may occur in the next several years. From a stormwater management plan/permitting standpoint, any disturbed area resulting from the current project will need to be included with any subsequent expansion/redevelopment of the site (cumulative).
2. If the total disturbed area is less than 1 acre, the city does not require a storm water management plan and/or city permitting unless a known drainage issue is identified by the Director of Public Works. It is suggested the applicant evaluate the capacity of the existing storm sewer at the northeast corner of the site.
3. The attached site photo maybe helpful.

Please review and contact me to discuss.

Thanks.

Mark A. Fisher, P.E.
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