

CITY OF WHITEWATER
PLAN AND ARCHITECTURAL REVIEW COMMISSION
Whitewater Municipal Building Community Room
May 13, 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, Dan Comfort. Absent: None. Others: Wallace McDonell (City Attorney), Latisha Birkeland (Neighborhood Services Manager/City Planner).

Hearing of Citizen Comments. There were no citizen comments.

Approval of the Plan Commission Minutes. Moved by Binnie and seconded by Coburn to approve the Plan Commission minutes of April 8, 2013. Motion was approved by unanimous voice vote.

Review proposed construction of a baseball field in Starin Park with improved parking and shared use path connections to be located at 504 W. Starin Road for the City of Whitewater. City Planner Latisha Birkeland explained that this project had been seen by different boards since 2010. The Parks and Recreation Board approved this plan at their April 9, 2013 meeting, and the Urban Forestry Commission approved this plan at their April 23, 2013 meeting.

Matt Amundson, Parks and Recreation Director, explained some of the changes to Starin Park. The significant changes would include improved parking, straightening the entrance drive to the park, shared use path connections. The two parking lots would provide an additional 72 parking spaces. There will be a new passenger drop off area to the fields. The ponds are not to be wet ponds. If there is one inch of rain, the water will be gone in one day. The pond areas will be planted with native plants to help provide the absorption. There will be 31 new trees being planted in the park and 9 trees relocated. Matt Amundson stated that the Field of Dreams will allow players to do so much more and not have to worry about tearing up the field. There will be concrete dugouts, the infield will have a synthetic surface and the rest of the field will be grass. The concession stand is being done as a separate project to get a better cost. It is a critical part of this project. They plan to have Plan Commission review the plans at their July 2013 meeting with construction of the structure either in the fall or next spring. The concession stand will be located beyond the outfield of the south diamond (the main adult softball diamond).

Plan Commission Members asked about the serviceberry trees and where they would be planted; if there was consideration of turf over the full field; if Strand had reviewed the plans (there was

concern of where the detention pond was located and that it reduces the ground cover over the water main); and hours of operation and lighting.

Parks and Recreation Director Amundson explained that the serviceberry trees would be planted along the entrance trails. They had considered doing the whole field in turf, but the cost more than doubled. Turf life is 10 to 12 years. For the future, they will be putting aside dollars so that in 10 years they can replace the turf. At that time they will look at the possibility of putting more of the field in turf. Strand Associates developed the plans and has reviewed everything. Amundson explained that the elevation of the project was brought up approximately 3 feet. Youth games will be the main function of the field. The earliest tournament games would start 8-8:30 a.m. There would be no later than a 9:00 p.m. game. "Musco" lighting is environmentally sustainable and efficient. "Musco" is an institution for lighting in sports fields. The lighting will have safety guards etc.

Chairperson Meyer opened the meeting for public comment.

Richard Helmick, 227 S. Boone Ct., voiced his concern of the parking along the entrance drive off of Starin Road.

Parks and Recreation Director Matt Amundson stated that they alert all the parents. There are adult programs also. They do not always reach all participants. The 72 additional parking spaces that will be available with this project will take part of the demand off parking. The horse-shoe pits have been moved to the west side of the park off Prairie Street. If the parking along the entrance drive continues, they will have to work with the Police Department for enforcement and education. There is also a large University parking lot just north of the Field of Dreams and Lauderdale Drive in which the City will work with the University to see if they can have a written agreement for access to that lot (particularly during tournaments – May 15 to August 15) for overflow parking.

Chairperson Meyer closed the public comment.

City Planner Latisha Birkeland noted the error on the last page of the staff report. This is not in the M-1 Zoning District.

Parks and Recreation Director Matt Amundson explained that the plan will go to City Council for authorization to bid. Bids are due back in mid June. The second meeting in June, the plan is to go to Council for a contract approval with a defined project. Hopefully, construction will start late July. The access to the park will be maintained during construction. The main concern is to get the turf part of the project done before the cold weather.

Plan Commission Member Henley recommended adding a cap to the lighting by allowing the lights to be on up until 11:00 p.m.

Moved by Binnie and seconded by Comfort to approve the project subject to the three conditions recommended by the City Planner plus a cap on the lighting of 11:00 p.m. See attached Site

Review. Ayes: Binnie, Comfort, Coburn, Parker, Henley, Hartmann, Meyer. Noes: None. Motion approved by unanimous roll call vote.

Review proposed building modifications to include a 14' x 14' overhead door, a 725 sq. ft. addition on the south side of the existing building (for storage of waste materials in approved containers for collection and disposal), and a 21' x 32' concrete curbed area for an additional 1,000 gallon fuel tank to be located at 757 N. Newcomb Street for Generac Power Systems, Inc. City Planner Latisha Birkeland explained the project: The 14' x 14' overhead door on the north side/west end of the building; the 725 sq. ft. addition on the south side of the existing building for storage of waste materials (to be only used by employees); and the 21' x 32' concrete curbed area for an additional 1,000 gallon fuel tank for Generac Power Systems Inc. A couple of the reserved parking spaces along the south side of the building will be eliminated. This is not a concern considering all the parking available on the site. There will be landscaping (blue spruce trees) to screen the additional fuel tank. The City Forester has approved this plan. There is a condition in the staff report for the landscaping for the storage building to be completed within 6 months of completion of the storage building. Latisha stated that if the construction is completed in a non-planting season, the time line will be adjusted.

Keith Hrobsky, representative from Generac Power Systems, was present to answer questions. When asked about the split face block, Hrobsky stated that it would match the existing facility.

Plan Commission Member Binnie mentioned that the blue spruce can get a variety of fungus; he suggested that they consider another variety.

Chairperson Meyer opened the meeting for public comment. There was no public comment. Chairperson Meyer closed the public comment.

Moved by Binnie and seconded by Parker to approve the conditional use permit subject to the conditions of the City Planner. See attached Site Review. Ayes: Binnie, Parker, Coburn, Henley, Hartmann, Comfort, Meyer. Noes: None. Motion approved by unanimous roll call vote.

Public hearing for a conditional use permit for a proposed renovation of the Nelson Salisbury Historic House located at 404 W. North Street into offices/meeting rooms and a caretaker apartment for Dr. Suzanne Popke. City Planner Latisha Birkeland gave the history of the project. This property is located next to an R-O Overlay Zoning District. An R-2 Residential Zoning District normally allows for 3 unrelated persons per unit. The overlay restricts it to 2 unrelated persons per unit. While this property is located next to the R-O Overlay Zoning District, it is located in an R-3 Multi-family Zoning District which allows for more intense uses (fraternity/sorority, retail business, apartments etc.). Dr. Popke is proposing office space, meeting rooms and public space on the first floor and a caretaker apartment upstairs. Dr. Popke has agreed to only 2 unrelated persons to occupy the upstairs apartment. Two parking/driveway plans were submitted, One with the exit driveway onto Park Street and one without. Strand Associates (City Engineering Consultant) had concerns of the grade for the exit driveway onto Park Street. Another concern is the parking spaces that would be lost due to the

installation of the driveway. This driveway/parking area has been functional with one entrance/exit for many years. There is a private agreement between the two property owners (404 and 416 W. North Street) for the shared dumpster enclosure area for waste disposal. If anything would change, it would come back to the Plan Commission.

Plan Commission members voiced concerns: about the possibility of a shared driveway, there is a cross driveway access by the dumpster area; concern about the exit drive to Park Street; parking space behind the building; no kitchen upstairs; and placement of the handicap parking space.

Dr. Suzanne Popke explained that there were two parking stalls behind the building. They have eight spots total. At this time, Dr. Popke did not feel they needed that many, two for the caretaker, one for her and one for her client. Group therapy sessions are very rare. She liked the separation of the driveways. The trees between the driveways were on her property. The cross driveway access by the dumpster area is needed for the truck to access the dumpster. The disabled parking space is located behind the building as the ramp is off the back of the building. Dr. Popke sees clients by appointment only. She will review the parking with the clients before they come. Popke feels she can handle the parking situation with her scheduling of appointments. They are working on the lighting for the parking area.

Plan Commission Members liked the parking lot plan dated 05/10/2013 with no access to Park Street. The single entrance/exit appears to be the safer option.

Plan Commission Member Coburn liked the crab apple trees on the east side of the house, but suggested that since there are no wires in that area, that a larger canopy tree could be accommodated. Coburn also suggested that with the parking close to the front, that the parking could be camouflaged with plantings between the maple tree and the porch.

Dr. Popke explained that it is an 1870's house which had the wide open space from the street to the house.

Plan Commission Member Parker requested that the blacktop at the northeast end of the property be no further to the east than the east wall of the house. He also suggested that some arborvitae or similar planting be planted there for screening of the vehicles. The trees should be placed far enough away from the blacktop to allow for snow removal.

Plan Commission questioned the hours of operation and suggested that the hours might be expanded to 8 a.m. to 7 p.m. Monday through Saturday.

Chairperson Meyer opened the hearing for public comment.

Richard Helmick, Secretary of the Landmarks Commission, explained that Dr. Popke's house is a landmark. They are very pleased that she is taking over and grateful she stepped up to put in the work and time to bring a piece of Whitewater history back to Whitewater.

Marilyn Smith, immediate neighbor to the north, is delighted with the proposal. She did want to note that with the parking along Park Street and being so close to the corner, there is not a lot of room to get out of a driveway out to Park Street.

Chairperson Meyer closed the public comment.

Plan Commission Member Henley recommended talking to the neighbors to get a turn-around agreement with the neighbors to use part of their driveway.

Moved by Comfort and seconded by Henley to approve with the changes but eliminating the driveway onto Park Street. The changes include allowed hours of operation 8 a.m. to 7 p.m., the easement with the neighbor for turn around, reduction of the blacktop, and subject to the City Planner conditions. See attached Conditional Use Permit. Ayes: Binnie, Parker, Coburn, Henley, Hartmann, Comfort, Meyer. Noes: None. Motion approved by unanimous roll call vote.

Informational Items:

Zoning Rewrite. City Planner Latisha Birkeland explained that the Zoning Rewrite Steering Committee met last Wednesday, May 8th. Staff is working out the process for the upcoming meetings and public hearings, one of which will be a joint meeting of the Plan Commission and City Council to review the proposed zoning ordinances. Boards and Commissions that are involved and the steering committee will be notified of these meetings.

Future agenda items. City Planner Latisha Birkeland stated that the June Plan Commission meeting would have several items on the agenda. They include 175 W. Main Street, where a new restaurant is requesting a conditional use permit to serve beer and wine; 177 W. Main Street for exterior alterations to the building; and 522 (actual address is 534) W. Walworth Ave. for a possible 6 unit.

Next regular Plan Commission meeting – June 10, 2013.

Moved by Meyer and seconded by Binnie to adjourn the meeting. Motion approved by unanimous roll call vote. The meeting adjourned at approximately 7:15 p.m.

Chairperson Greg Meyer



SITE REVIEW

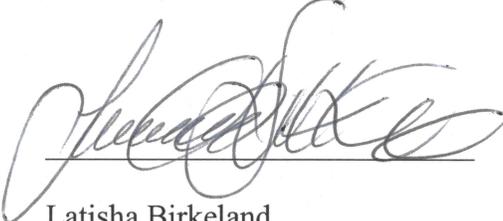
Plan Commission Meeting Date: May 13, 2013
Property Owner: City of Whitewater
Applicant: City of Whitewater (Matt Amundson)
Property ID Number: DS 00022 – DS 00027
Property Address: 504 W. Starin Road
Whitewater, WI 53190

REGARDING: An approval for a site review for the construction of a baseball field in Starin Park with improved parking and shared use path connections.

The Plan and Architectural Review Commission approved the construction of a baseball field (Treyton's Field of Dreams) in Starin Park with improved parking and shared use path connections subject to the following conditions:

1. With the understanding that this project may change slightly during the upcoming stages of the planning process, require the staff to follow upcoming approvals as directed from the Common Council.
2. This project will be exempt from the lighting height requirements.
3. Staff will return to the Plan and Architectural Review Commission to present a proposed concession stand that is separate from this project.
4. Any permitting requirements by the State of Wisconsin should be followed.

This permit was prepared by:

 5-21-13

Latisha Birkeland
Neighborhood Services Manager / City Planner



SITE REVIEW

Plan Commission Meeting Date: May 13, 2013
Property Owner: Generac Power Systems, Inc.
Applicant: Generac Power Systems
Property ID Number: 05-15-34-32-001
Property Address: 757 N. Newcomb Street
Whitewater, WI 53190

REGARDING: An approval for a site review in a M-1 General Manufacturing District to allow for the building modifications to include a 14' x 14' overhead door, construction of a 725 sq. ft. addition on the south side of the existing building (for storage waste materials in approved containers for collection and disposal), and a 21' x 32' concrete curbed area for an additional 1,000 gallon fuel tank.

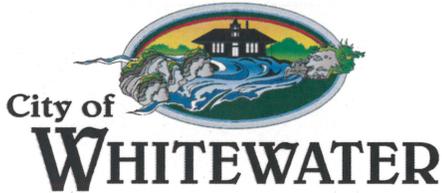
The Plan and Architectural Review Commission approved the modifications of a 14' x 14' overhead door, construction of the addition and the 21' x 32' concrete curbed area subject to the following conditions:

1. The applicant shall make the building and site renovations in accordance with the plans submitted to the City of Whitewater on 4/18/2013 and approved by the Plan Commission on 5/13/2013, with all applicable changes.
2. The applicant shall comply with all required building and city codes. State approved plans must be received prior to the issuance of a building permit.
3. All approved landscaping shall be installed no later than six months from the date of Certificate of Occupancy.
4. Applicant shall comply with all applicable codes for proposed fuel storage tank.

This permit was prepared by:

5/21/13

Latisha Birkeland
Neighborhood Services Manager / City Planner



CONDITIONAL USE PERMIT

Plan Commission Meeting Date: May 13, 2013
Property Owner: Suzanne L. Popke
Applicant: Suzanne Popke
Property ID Number: /CLA 00001
Property Address: 404 W. North Street
Whitewater, WI 53190

REGARDING: An approval for a conditional use permit (CUP) in an R-3 Multi-family Zoning District for the renovation of the Nelson Salisbury Historic House to include offices/meeting rooms and a caretaker apartment.

Approved subject to the following conditions:

1. The applicant shall make the building and site renovations in accordance with the plans submitted to the City of Whitewater 4/18/13 and approved by the Plan Commission on 5/13/2013, with all applicable changes. The approved site plan dated 5/10/13 is the plan with no driveway onto Park Street. The blacktop area toward Park Street will be reduced to be in line with the east side of the home.
2. The applicant shall apply for a building permit and comply with all required City and building codes.
3. The applicant shall receive approval from the Landmarks Commission prior to issuance of the building permit.
4. The residential unit shall be limited to no more than two unrelated persons living in the unit.
5. The applicant shall comply with the identified office hours of: 8:00 a.m. to 7:00 p.m. Monday through Saturday.
6. Any changes requested from the refuse collection agreement (attached) from the owners shall be reviewed and approved by the Plan and Architectural Review Commission.
7. There shall be a shared use agreement with the neighbor for ingress and egress of both driveways.

This permit was prepared by:

 5-21-13

Latisha Birkeland
Neighborhood Services Manager / City Planner