

CITY OF WHITEWATER
PLAN AND ARCHITECTURAL REVIEW COMMISSION
Whitewater Municipal Building Community Room
October 12, 2015

**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, Sherry Stanek, Kristine Zaballos, Harry Devitt (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 September 14, 2015 were not available for review.

Public hearing for a conditional use permit for an awning sign with 12 inch lettering at 141A W. Whitewater Street, in a B-2 (Community Business) Zoning District for Linda Platner. Chairperson Meyer opened the public hearing.

City Planner Chris Munz-Pritchard explained that the City ordinance allows for 8 inch lettering on an awning sign. The lettering could be greater if approved by a conditional use permit.

Linda Platner explained that the sign company suggested that in order to really pop, the lettering needed to be bigger than the (10 inch) Wisconsin Dairy Supply sign on the building.

Plan Commission Member Binnie stated that 12 inches seems rather large, but there is definitely larger lettering on signs in the downtown area. Why does the ordinance have a maximum of 8 inch lettering on an awning?

City Attorney McDonell didn't know why the larger lettering would require a conditional use, but thought there had been some rationale behind it. They could research that.

Moved by Binnie and seconded by Zaballos to approve the conditional use permit to allow an awning sign with 12 inch lettering at 141A W. Whitewater Street. Aye: Binnie, Zaballos, Parker, Stanek, Hinspater, Devitt, Meyer. No: None. Motion Approved.

Public hearing for a Conditional Use Permit for the conversion of a single family home into a duplex at 281 N. Tratt Street, in an R-3 (Multi-family Residence) Zoning District.

Chairperson Meyer opened the public hearing.

City Planner Chris Munz-Pritchard explained that the footprint of the building is not changing. The main area of conversion is taking place in the existing basement with the addition of the second unit which includes five bedrooms, two baths, a kitchen and living room. The first floor unit will have an additional bedroom added making it four bedrooms, two baths. Munz-Pritchard is asking for a documented easement for the additional parking. Every bedroom must have a door, egress window and closet. Munz-Pritchard is asking the approval be pending approval of State requirements for fire code.

There was no public comment.

Chairperson Meyer closed the public hearing.

Plan Commission Members voiced concerns of: Off-site parking being shared by 3 properties; State requires egress windows.

City Planner Chris Munz-Pritchard stated that her recommendation asked for verification that the stalls are not allocated for other properties. Parking is to be within 600 feet of the property. She also wants the windows verified by the building and fire inspectors.

Moved by Stanek and seconded by Parker to approve the conditional use permit for the conversion of a single family home into a duplex at 281 N. Tratt Street, in an R-3 (Multi-family Residence) Zoning District with the City Planner's recommendations. Aye: Stanek, Parker, Binnie, Zaballos, Hinspater, Devitt, Meyer. No: None. Motion approved.

Discuss the R-2A application process. City Planner Chris Munz-Pritchard explained that she has updated the R-2A application. She removed the duplication in the application and added a section for the Building Inspector to verify the application. This should make sure that the issues have been taken care of prior to going to the Plan Commission.

Plan Commission Members appreciated the time put into the new application. It will ensure the Plan Commission will have the complete information.

Information Items:

- a. Possible future agenda items.

Plan Commission Member Stanek stated that Karen Coburn had asked her to remind the Plan Commission of the importance of trees and landscaping plans. There is a need for certain species of trees.

City Planner Chris Munz-Pritchard explained that the landscape plans of a project are now being sent to the Urban Forestry Commission for their review and recommendations.

b. Next regular Plan Commission Meeting – November 9, 2015.

Moved by Stanek and seconded by Devitt to adjourn. The motion was approved by unanimous voice vote. The meeting adjourned at approximately 6:55 p.m.

Chairperson Greg Meyer