

CITY OF WHITEWATER
PLAN AND ARCHITECTURAL REVIEW COMMISSION
Whitewater Municipal Building Community Room
June 13, 2016

**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, Kristine Zaballos, Sherry Stanek, Daniel Comfort, John Tanis (Alternate). Absent: Tom Hinspater. Others: Wallace McDonell (City Attorney), Chris Munz-Pritchard (City Planner).

Hold Election of Chairperson, Vice-Chairperson, Plan Commission Representative to the Community Development Authority, Plan Commission Representative to the Urban Forestry Commission, and Plan Commission Representative to the Technology Park Architectural Review Committee. Moved by Tanis and seconded by Stanek to nominate Greg Meyer for Chairperson. There were no more nominations for Chairperson. Motion approved by unanimous roll call vote. Moved by Zaballos and seconded by Comfort to nominate Lynn Binnie as Vice-Chairperson. There were no more nominations. Aye: Zaballos, Comfort, Parker, Stanek, Tanis, Meyer. No: None. Binnie Abstained. Motion approved. Moved by Tanis and seconded by Stanek to nominate Bruce Parker for the Plan Commission Representative to the CDA (Community Development Authority). Plan Commissioner Binnie noted that Tom Hinspater had an interest, but was not here at the meeting. He would support Bruce Parker's nomination as Bruce did want to see some projects through. Motion approved by unanimous roll call vote. Moved by Tanis and seconded by Parker to nominate Sherry Stanek for the Plan Commission Representative to the Urban Forestry Commission. There were no more nominations. Motion approved by unanimous roll call vote. Moved by Tanis and seconded by Parker to nominate Greg Meyer for the Plan Commission Representative to the Technology Park Architectural Review Committee. There were no more nominations. Motion approved by unanimous roll call vote.

Hearing of Citizen Comments. No Comments.

Approval of the Plan Commission Minutes. Moved by Zaballos and seconded by Binnie to approve the minutes of May 9, 2016. Aye: Binnie, Stanek, Parker, Zaballos, Comfort, Tanis, Meyer. No: None. Absent: Hinspater. Motion approved.

Public hearing for a Conditional Use Permit (tavern and other places selling alcohol by the drink) for Lil' Debbie's Coyote Grill, Deborah A. Mischka (Agent), to serve beer and liquor (for a "Class B" Beer and Liquor License) by the bottle or glass at 132 W. Center Street, to include the outdoor café area. Chairperson Meyer opened the public hearing.

City Planner Chris Munz-Pritchard explained that there would be no modifications to the building. It is just a transfer of the liquor license. She was requesting the hours of operation be established and that the maximum occupancy of the business be posted.

Deborah Mischka explained that the hours of operation would remain the same and that the sidewalk café is done as of 10:00 p.m.

Plan Commission Member Binnie noted that the sidewalks along W. Center Street are really narrow. There are concerns of maintaining ADA requirements of 4 feet of open sidewalk. Binnie suggested that the owner might consider a parklet if she had an interest in that option.

Plan Commission Members noted that the sidewalk area be kept clean of any debris; where the street sign is, is the most difficult to maintain the 4 feet of open sidewalk.

Chairperson Meyer closed the public hearing.

Plan Commission Member Binnie asked if there was a report from the Police Department on this proposal. There was not.

City Attorney Wallace McDonell stated that this will be going to the City Council and the Police Department could address it at that time.

Moved by Comfort and seconded by Tanis to approve the conditional use permit for Lil' Debbie's Coyote Grill, Deborah A. Mischka (Agent), to serve beer and liquor (for a "Class B" Beer and Liquor License) by the bottle or glass at 132 W. Center Street, to include the outdoor café area and to make recommendation to the City Council. (See attached Conditional Use Permit.) Aye: Comfort, Tanis, Stanek, Binnie, Parker, Zaballos, Meyer. No: None. Motion approved.

Public hearing for consideration of a change of the District Zoning Map for the parcel in the Whitewater Business Park at the intersection of Universal Blvd. and Technology Drive (Tax Parcel number: Part of /WUP 00322 (New CSM) to enact an ordinance to change from WUTP (Whitewater University Technology Park) Zoning District to M-1 (General Manufacturing) Zoning District classification under Chapter 19.36 of the Zoning Ordinance of the City of Whitewater. The property is owned by the Whitewater CDA and the City of Whitewater. Chairperson Meyer opened the public hearing.

City Planner Chris Munz-Pritchard explained that the current zoning for this parcel is WUTP. A certified survey map was approved at the May 9, 2016 Plan Commission meeting, which created a 5.077 acre lot at the intersection of Universal Blvd. and Technology Drive. This parcel is surrounded by M-1 (General Manufacturing) Zoning District. This change in zoning has been recommended by the Tech Park Board. The large parcel south of this is city owned land that is a park and soccer fields.

Pat Cannon, Executive Director of the CDA, in his memo stated that the proposed developer has a 4000 sq. ft. single story warehouse unit and needs additional space.

Plan Commission Member Parker, who is the Plan Commission Representative to the CDA, explained that they have been working with the developer for approximately 6 months. They are trying to get things closed up and ready for transfer.

Chairperson Meyer closed the public hearing.

Moved by Binnie and seconded by Parker to conditionally approve with the City Planner recommendations and recommend to the City Council to approve the change in the District Zoning Map to enact an ordinance to change from WUTP Zoning District to M-1 Zoning District classification under Chapter 19.36 of the Zoning Ordinance of the City of Whitewater for the land located in the Whitewater Business Park at the intersection of Universal Blvd. and Technology Drive. Aye: Binnie, Parker, Zaballos, Stanek, Comfort, Tanis, Meyer. No: None. Motion approved.

Public hearing for consideration of a Conditional Use Permit for a certified survey map for a division of the parcel of land located at 530 S. Gault Street for Whitewater Housing Services (Matt Kuehl). Chairperson Meyer opened the public hearing.

City Planner Chris Munz-Pritchard explained that the intent for these lots is for single family homes. If the lots are proposed to be divided again, the land will become a subdivision plat.

Matt Kuehl explained that two of the newly created lots would be for single family. The larger lot (Lot 4) is for future consideration. One option they were thinking about was for excess parking.

Plan Commission Members voiced concerns of: a future division of Lot 4; the driveway for the existing home has been removed, where will their new driveway be? What is the setback from the existing house to the new property line? Is there room for a driveway? The Plan Commission voiced concerns about a parking lot on Lot 4.

City Planner Chris Munz-Pritchard stated that the driveway must be 3 feet from a property line.

Chairperson Meyer closed the public hearing.

Moved by Tanis and seconded by Comfort to approve the conditional use permit for the certified survey map for the division of land at 530 S. Gault Street into 4 lots. Aye: Tanis, Comfort, Binnie, Zaballos, Stanek, Parker, Meyer. No: None. Motion approved.

Hold a public hearing for the consideration of a change of the City of Whitewater Ordinance regulations, to enact the proposed amendments to the City of Whitewater Municipal Code: Chapter 19, specifically Section 19.19 R-2A Residential Increased Occupancy Overlay District, addressing amendments to the R-2A Residential Increased Occupancy Overlay District. Chairperson Meyer opened the public hearing.

City Planner Chris Munz-Pritchard explained that the sub-committee for R-2A Residential Overlay Zoning District consisted of Chris Grady, Bruce Parker, Sherry Stanek, Greg Meyer and

Dan Comfort. Chris Munz-Pritchard went over the changes they proposed in this Overlay District.

Lynn Binnie explained that if we are using the assessor records for determining square footage, we should know the definition that the assessor uses in establishing square footage.

City Planner Chris Munz-Pritchard explained that 400 sq. ft. is the minimum for an efficiency apartment. The proposed ordinance allows for 400 sq. ft. for the 1st person and 330 sq. ft. per each additional person. Munz-Pritchard explained that the square footage gives a starting point so that when someone calls and asks if it is possible, she can give them the basics. The building inspector will determine if the square footage and the application are correct. The property owner will be required to provide other items such as enough parking for the tenants etc.

Chairperson Meyer closed the public hearing.

Plan Commission Members were confused about the “common hallway” and suggested that it be deleted from the areas that are not included as habitable space. They liked that the proposed ordinance makes it easy for everyone to figure out what would work or not. It is easy to understand. Plan Commission Members were okay with the determination of 330 sq. ft. for each additional person.

Moved by Comfort and seconded by Stanek to recommend to the City Council to approve the amendments to the R-2A Residential Increased Occupancy Overlay District as presented except for the removal of “common hallways” in the definition 19.19.030(A). Aye: Comfort, Stanek, Binnie, Zaballos, Parker, Tanis, Meyer. No: None. Motion approved.

Public hearing for a change of the City of Whitewater Ordinance regulations, to enact the proposed amendments to the City of Whitewater Municipal Code: Chapter 19, specifically Section 19.54 Signage Regulations, addressing amendments to the Sign Ordinance.

Chairperson Meyer opened the public hearing.

City Planner Chris Munz-Pritchard explained that the changes included scrivener errors, reference checks and putting like things together. They have added illustrations and moved text to better locations. All residential signage information has been put in one area. Wall signs above the first floor require a conditional use permit instead of a variance. Free standing sign calculations have been added. Chris Munz-Pritchard has asked that the City Council waive the second reading for these amendments.

Chairperson Meyer closed the public hearing.

Plan Commission Member Binnie asked that when amendments are brought to the Plan Commission that they receive an explanation along with a markup copy showing the changes. Plan Commission Member Zaballos added that the additions and deletions are the most important.

Moved by Parker and seconded by Comfort to recommend to the City Council to approve the changes to the Signage Ordinance. Aye: Parker, Comfort, Binnie, Zaballos, Stanek, Tanis, Meyer. No: None. Motion approved.

Information Items:

- a. Possible future agenda items. There were several items scheduled for the July 11, 2016 Plan Commission meeting, including requests for a rezone of land at end of Walton Drive; conditional use for 228 S. Church Street for a possible duplex, 1002 S. Janesville Street for We Energies to bore under wetland and water way, 707 W. Walworth Ave to add multi-residential units, 884 S. Janesville Street to add residential units and garages, 130 N. Prince St for an addition and parking; Downtown Parking changes; Scott Weberpal to talk about Conditional Use Permits in GIS.
- b. Next regular Plan Commission Meeting – July 11, 2016.

Moved by Tanis and seconded by Stanek to adjourn. The motion was approved by unanimous voice vote. The meeting adjourned at approximately 7:52 p.m.

Chairperson Greg Meyer