

THE CITY OF PLATTEVILLE, WISCONSIN

COUNCIL SUMMARY SHEET

COUNCIL SECTION: PUBLIC HEARING	TITLE: Resolution 25-10 - Conditional Use Permit – Home Occupation at 150 Rountree Avenue	DATE: August 26, 2025
ITEM NUMBER: III.		VOTE REQUIRED: Majority
PREPARED BY: Joe Carroll, Community Development Director		

Description:

The applicant has a contingent offer to purchase the property at 150 Rountree Avenue, which is currently a single-family home. The applicant would continue to use the property as a residence but would also like approval to use the property for small public and private events. This use would be classified as a Type 3 Home Occupation, which requires approval as a Condition Use.

The primary use of the property would remain a single-family residence. In addition to that use, the applicant would like to use the property to host small private events and reservation-required public events. These events would utilize the parlors, main dining room, and courtyard areas of the property. Examples of the types of uses intended include baby showers, bridal showers, private celebrations, craft workshops, book club events, etc.

A Type 3 Home Occupation is classified as a business operated out of a residence that would involve customers and clients routinely coming to the property and may include exterior activities. The ordinance states that home occupations shall occupy no more than 45 percent of the residence. Interior activities shall be limited to the hours between 7:00 AM and 10:00 PM, and exterior activities shall be limited to the hours between 8:00 AM and 8:00 PM, unless altered by the Council. Violation of any of the standards or conditions of approval could result in revocation of the home occupation approval.

Budget/Fiscal Impact:

None

Recommendation:

The Plan Commission considered this request at the August 4th meeting and recommended approval with conditions:

- a. Interior activities shall be limited to the hours between 7:00 AM and 10:00 PM, and exterior activities shall be limited to the hours between 8:00 AM and 8:00 PM.
- b. Business activities on the property shall be limited to the interior parlors and dining areas, to the exterior courtyard, and to the East porch and East lawn.
- c. The Conditional Use Permit shall be limited to the current applicant, any subsequent owner would need to reapply.
- d. No amplified sound shall be allowed on the courtyard or outside areas.
- e. There shall be a 1-year review of the permit.
- f. There should be a maximum occupancy limit for the property – the applicant shall provide a suggested number for consideration and approval by the Council.

Additional questions were raised at the Plan Commission meeting. One was regarding the reevaluation of the permit. There is a requirement in the ordinance that Type 3 Home Occupations be reevaluated after two (2) years. There was also a discussion regarding whether a maximum occupancy limit should be included for the facility. The Plan Commission suggested the applicant provide more information and a suggested maximum number. This information is attached.

Staff used the square footage numbers provided by the applicant and the capacity formula that is used for liquor license inspections and determined that the indoor portion of the facility would have a capacity of 150 people based on the square footage. The applicant has suggested a maximum of 75 people.

Staff agrees with the Plan Commission and recommends approval subject to the conditions provided, except with a recommendation for a 2-year review period, and a suggestion for the maximum capacity of 75 people.

Sample Affirmative Motion:

“Motion to approve a Conditional Use Permit for a Type 3 Home Occupation at 150 Rountree Avenue to allow a small event center with the following conditions:

- a. Interior activities shall be limited to the hours between 7:00 AM and 10:00 PM, and exterior activities shall be limited to the hours between 8:00 AM and 8:00 PM.*
- b. Business activities on the property shall be limited to the interior parlors and dining areas, to the exterior courtyard defined by the house, garage and fence, and to the east porch and lawn areas located east of the driveway.*
- c. The Conditional Use Permit shall be limited to the current applicant, any subsequent owner would need to reapply.*
- d. No amplified sound shall be allowed on the courtyard or outside areas.*
- e. There shall be a 2-year review of the permit.*
- f. There should be a maximum occupancy limit of 75 people for the events held on the property.”*

Attachments:

- Staff Report
- Applicant Information
- Location Maps
- Parking Map
- Resolution 25-10
- Information regarding alcohol options for property
- Email from Mound City Bank regarding parking