



Plan & Architectural Review Meeting

Whitewater Municipal Building Community Room,
312 West Whitewater St., Whitewater, WI 53190
*In Person and Virtual

Monday, November 10, 2025 - 6:00 PM

MINUTES

CALL TO ORDER

Meeting called to order at 6:00 p.m.

ROLL CALL

PRESENT

Chairman, Councilmember Neil Hicks
Board Member Bruce Parker
Board Member Tom Miller
Board Member Marjorie Stoneman
Board Member Carol McCormick
Vice Chairman Lynn Binnie
Board Member Sherry Stanek

STAFF

Mason Becker, Economic Development Director (EDD)
Llana Dostie, Zoning Specialist
Allison Schwark, Zoning Administrator

APPROVAL OF AGENDA

A committee member can choose to remove an item from the agenda or rearrange its order; however, introducing new items to the agenda is not allowed. Any proposed changes require a motion, a second, and approval from the Committee to be implemented. The agenda shall be approved at each meeting even if no changes are being made at that meeting.

Motion made by Board Member Miller, Seconded by Board Member McCormick.

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Board Member Miller, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie, Board Member Stanek

HEARING OF CITIZEN COMMENTS

No formal Plan Commission action will be taken during this meeting although issues raised may become a part of a future agenda. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Commission discusses that particular item.

None

CONSENT AGENDA

Items on the Consent Agenda will be approved together unless any commission member requests that an item be removed for individual consideration.

1. Approval of Minutes of October 13, 2025

Motion made by Vice Chairman Binnie, Seconded by Board Member Stanek.

Motion made by Vice Chairman Binnie, Seconded by Board Member Stanek.

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Board Member Miller, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie, Board Member Stanek

2. Resignation of Lisa Dawsey-Smith.

Motion made by Vice Chairman Binnie, Seconded by Board Member Stanek.

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Board Member Miller, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie, Board Member Stanek

PUBLIC HEARING FOR REVIEW AND POSSIBLE APPROVAL

3. Discussion and possible approval of a Conditional Use Permit for First Floor Residential Use, Certified Survey Map and Site Plan Review for Habitat for Humanity of Walworth County for Tax Parcel #: /TRA 00003.

Zoning Administrator Schwark stated this applicant is coming in for the first floor residential units. Habitat is looking to build two duplexes on this vacant lot. Each will be sold individually. In the B-2 district there are no minimum setback requirements.

Binnie stated that we should define it as 216 E Main.

Stanek asked if they will each have their own address.

Zoning Administrator Schwark stated that yes they would each get their own addresses.

Binnie stated that the address was not in the public notice.

John Dawson works for Habitat. Habitat of Walworth County was building 1 every two years and now we are up to 8 a year.

McCormick asked about green space in the back?

Dawson stated that there is not really any green space in the back. There will be an application process. Could be families, veterans and elderly. They build each house for about \$180,000. We ask that families take out mortgages for the \$180,000.

Hicks asked about if the families would need to put in sweat equity?

Dawson confirmed it is 250 hours for single family households and 500 for a couple.

Parker asked about the setbacks.

Zoning Administrator Schwark stated that there are no setbacks in the B-2 district, so the stoops are in compliance.

Stanek asked about if there would be landscaping?

Zoning Administrator Schwark stated that there is a 25 foot setback in the front.

Dawson stated that they try to make it fit into the neighborhood.

Hicks asked about an egress window.

Dawson confirmed that there will be an egress window.

Motion to approve with planner's recommendations.

Motion made by Vice Chairman Binnie, Seconded by Board Member Stoneman.

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Board Member Miller, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie, Board Member Stanek

4. Discussion and possible approval of a Conditional Use Permit for Whitewater Manufacturing located at 1108 E Bluff Road. Tax Parcel #'s /HAS 00068 and /HAS 00069A.

Zoning Administrator Schwark stated that this is another successor conditional use permit. It has been in operation for many years. The ownership has recently changed. They are keeping everything the same.

Brian Bussewitz plans to keep the operations the same, and get it back up to where it was 15 years ago.

Parker stated it has been a great business for Whitewater.

Motion to approve with Planner's recommendations.

Motion made by Board Member Stanek, Seconded by Board Member Parker.

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Board Member Miller, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie, Board Member Stanek

DISCUSSIONS AND CONSIDERATIONS

5. Discussion and possible recommendation to Common Council the Park and Recreation Open Space Plan 2026 to 2031.

Parks and Director Boehm stated that the last time that the Park and Open Space plan was reviewed was in 2013. This should be done every 5 years. Since 2018 we have not been eligible for state conservation money since this document did not exist. We put it out for public input, and only received 473 responses.

Stanek asked if there were any major changes.

Boehm stated that they rewrote the mission and vision. And the rest are identified goals moving forward.

Stoneman stated that she likes the increase for safe biking in the community.

David Stone 303 Ann Street. The park board has been working on this for months.

Motion to recommend to Council.

Motion made by Board Member Parker, Seconded by Board Member Stanek.

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Board Member

Miller, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie, Board Member Stanek

6. Discussion and possible approval of the Site Plan for the CG Hickey Training Center to be located at 1220 Innovation Drive. Tax Parcel # /A4555000001.

Zoning Administrator Schwark stated that the board has seen a little of this during the concept plan review. They are going to be constructing a training facility on Innovation Drive. It would be utilized by other departments for hosting of events. It is right next to the Innovation Center. Stormwater has been reviewed and approved. The parcel is M-1 and meets the setbacks. They are under the building height requirements.

Stoneman asked about smoke.

Assistant Chief Dion stated there are a series of rules that they need to follow. They can't burn plastic or liquids. The fire load is hay and a standard wood pallet. It burns for 8 to 15 minutes and then it is put out. Will be aware of other events around the site.

Motion to approve with Planner's recommendations.

Motion made by Board Member Parker, Seconded by Board Member Miller.

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Board Member Miller, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie, Board Member Stanek

7. Discussion and possible recommendation to Public Works Committee the granting of an easement for the Hamilton House Wheelchair Ramp.

Director of Public works Brad Marquardt stated the Hamilton House located at 328 W Main Street is looking at putting a wheelchair ramp on the west side of their building. The current sidewalk is on the property line. The handicap ramp would be an extension of about 6" or so. So they are looking for an easement of about a foot from city property which is on the west side.

Stanek asked if the easement is for the overhang.

Recommend the easement to the Public Works Committee

Motion made by Board Member Stanek, Seconded by Board Member McCormick.

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Board Member Miller, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie, Board Member Stanek

8. Discussion and Possible Action regarding Appointment of a Plan and Architectural Review Commission representative for Comprehensive Plan Update Advisory Committee. **(Becker)**

EDD Becker stated RDG suggested that we create an advisory steering committee.

Stanek stated she would be willing to do it.

Motion to appoint Sherry Stanek to the Comp Plan Advisory Commission.

Motion made by Chairman, Councilmember Hicks, Seconded by Board Member Parker.

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Board Member

Miller, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie,
Board Member Stanek

FUTURE AGENDA ITEMS

None

9.
 1. Childcare Zoning Ordinance
 2. Amending Sign Ordinance
 3. Creating Permit Expiration Ordinance
 4. Creating Demolition Ordinance
 5. Repeal of Section 20.04.100

NEXT MEETING DATE

December 8, 2025

ADJOURNMENT

Meeting adjourned at 6:36 p.m

Motion made by Board Member Miller, Seconded by Board Member McCormick.

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Board Member Miller, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie, Board Member Stanek