

Print

Rezone Application - Submission #1783

Date Submitted: 7/9/2025

City of Whitewater

312 W Whitewater Street

PO Box 178

Whitewater, WI 53190

262-473-0540

www.whitewater-wi.gov

Neighborhood Services

Rezone Application

Rezone Application Checklist (Please read)**Applicant**

1. Fill out Planning Request Form, Rezone Form, and Plan of Operation Form. Twelve (12) copies
11 x 17, a digital copy of all submittal material:
 - a. Any other materials
 2. Application shall include the following Plan requirements:
 - a. All plans shall be drawn to scale and show all sides of the proposed building
 - b. All plans will exhibit property exterior building materials and colors to be used
 - c. All plans will exhibit proposed/existing off-street parking stalls and driveway/loading docks
 - d. Building elevations must include the lot on which the structure is to be built and the street(s) adjacent to the lot
3. Submit fee to the City of Whitewater

City Building Inspector/Zoning Administrator

1. Review application for accuracy and all required information
2. Staff will review information for conformance to Ordinances
3. Engineer will review Stormwater and Erosion Control Plans
4. Landscape Plan will be reviewed by Urban Forestry
5. When application is complete and approved by all Staff it will then be forwarded to Plan Commission

Process

1. Plan Commission considers applicant's review is presented by Zoning Administrator, at the first initial appearance. If Plan Commission recommends changes and/or revisions, then the applicant must revise site plan, otherwise the matter is forwarded as is for the second appearance for approval/denial of the final site plan

NOTE: Plan Commission normally meets the second Monday of each month at 6:00 p.m. If a public hearing is required it will be scheduled at the beginning of the Plan Commission meeting.

Taylor Zeinert, Economic Director

262-473-0148

tzeinert@whitewater-wi.gov

Llana Dostie, Neighborhood Services Administrative Assistant

262-473-0144

ldostie@whitewater-wi.gov

Allison Schwark, Municipal Code Enforcement

262-249-6701

mcodeenforcement@gmail.com

Site Plan

No fi...sen

Landscaping

No fi...sen

MSDS Sheet

No fi...sen

Other Information

No fi...sen

Planning Request (check all that apply)**1. General Project Information:****Project Tax Key #***

/WUP 00202

Project Address*

242 S Prince St

City*

Whitewater

State*

WI

Zip Code*

53190

Project Title (if any)

Lincoln Elementary School Rezone

2. Applicant, Agent & Property Owner Information**Applicant's Name***

Samuel Karns

Applicant's Company*

WHITEWATER UNIFIED SCHOOL DISTRICT

Address*

242 S Prince St

City*

Whitewater

State*

WI

Zip Code*

53190

Phone Number*

(262) 472-8500

Email Address*

N/A

Agent Name

Anna Blake

Agent Company

Point of Beginning, Inc.

Address

4941 Kirschling Ct.

City

Stevens Point

State

WI

Zip Code

54481

Phone Number

(715) 344-9999

Email Address

annab@pobinc.com

Owner's First Name (if different from applicant)**Owner's Last Name**

Address**City****State****Zip Code****Phone Number****Email Address****3. Planning Reqeust (Check all that apply)***

- ☐ Site Plan and Architectural Review \$150.00 plus \$0.05 per s. ft (Floor Area)
- ☐ Conditional Use Permit \$275.00
- ☒ Rezone/Land use Amendment \$400.00
- ☐ Planned Unit Development \$500.00
- ☐ Preliminary Plan \$175.00
- ☐ Final Plat \$225.00
- ☐ Certified Survey Map \$200.00 plus \$10.00 per lot
- ☐ Project Concept Review \$150.00
- ☐ Joint Conditional Use & Certified Survey Map \$500.00 plus \$10.00 per lot
- ☐ Joint Rezoning & Certified Survey Map \$500.00 plus \$10.00 per lot
- ☐ Joint Site Plan & Conditional Use \$350.00 plus \$0.05 per sq ft (Floor Area)
- ☐ Board of Zoning Appeals/Adjustment \$300.00

Will translation services be needed during the Plan Board meeting?*

- ☐ Yes
- ☒ No

If yes, please specify the language required.**Rezone Application**

I, (We) the undersigned owner(s)/agent do hereby petition the Plan Commission to grant a Zoning Amendment.

Address and legal description of the subject site*

242 S Prince St, Whitewater, WI 53190

Tax Parcel #*

/WUP 00202

Current Zoning District*

R-1

Requested Zoning District*

I

Requested zoning text amendment Section*

N/A

Petitioner's interest in requested rezoning*

The school District would like to rezone this property from R-1 to I - Institutional District

List type and number of structures, proposed operation or use of the structure(s) on site, number of employees, parking, etc.*

Existing Elementary School

Property Owner Signature*

Samuel Karns

Owner's Agent Signature

Anna Blake

Property Owner's Address*

242 S Prince St, Whitewater, WI 53190

Owner's Agent Address

4941 Kirschling Ct, Stevens Point, WI 54481

Property Owner's Phone Number*

(262) 472-8500

Owner's Agent Phone

(715) 344-9999

Property Owner's Email*

N/A

Owner's Agent Email

annab@pobinc.com

Zoning #**Application Reviewed by****Date**

Date Filed**Date Published****Date Notices Mailed****Plan Commission Recommendation****Date of Recommendation****Plan of Operations****Property Information****Tenant Information****Property Tax Key #*****Previous Business Name*****Property Address*****Years in Operation*****Property Owner*****New Business Name*****Owner's Mailing Address*****Name of Operator*****City, State and Zip Code*****Operator's Mailing Address*****Owner's Phone #*****City, State and Zip Code***

Owner's Email*

N/A

Operator's Phone and Email*

N/A

New Business Use/Operation Information**Description of Business Use or Operations***

N/A

Previous Use of Space*

N/A

Hours of Operations (Weekdays)*

N/A

Hours of Operations (Weekend)*

N/A

Total Area Space (SQF)*

N/A

Toilet Fixtures*

N/A

Full Time Employees*

N/A

Part Time Employees*

N/A

Customer Seating*

- ☐ Yes
☒ No

Seating Capacity*

N/A

**Total Employee Hours Per Year
(include yourself if self-employed)***

N/A

Sprinkler System*

- ☐ Yes
☒ No

Hazardous/Flammable Chemicals used/stored*

- ☐ Yes (must attach MSDS sheets)
☒ No

Specified Use of the Property and Building(s)**Building A***

N/A

Building B**Building C**

Will there be any problems resulting form this operation such as (check all that apply)*

- ☐ Odors
- ☐ Smoke
- ☐ Noise
- ☐ Light
- ☐ Vibrations
- ☒ None

Parking**Dimension of parking lot***

N/A

Number of Spaces available*

N/A

Parking lot constructon*

- ☒ Asphalt
- ☐ Concrete

Type of Screening*

- ☒ Fencing
- ☒ Plantings

Is employee parking included in "number of space available"?*

- ☐ Yes
- ☒ No

Signage (Sign Permit Application Needed)**Type ***

- ☐ Free standing
- ☐ Monument
- ☐ Projecting
- ☐ Awning/Canopy
- ☐ electronic Message
- ☐ Pylon
- ☐ Arm/Post
- ☐ Window
- ☐ Mobile/Portable or Banner
- ☐ Other
- ☒ None

If other describe**Location of Signs**

Entertainment**Is there any type of music in this proposal?***

- ☐ Yes (Separate License from Clerk's Office Required)
- ☒ No

Live*

- ☐ Yes
- ☒ No

When will this be offered to customers (check all that apply)

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday

What time (s) will this be offered**Outdoor Lighting****Type***

N/A

Location*

N/A

Utilities**Will you be connected to City***

- ☒ Water
- ☒ Sewer

Is there a private well on-site?*

- ☐ Yes
- ☒ No

Types of Refuse Disposal*

- ☒ Municipal
- ☐ Private

Approval Date by the Department of Natural Resources of the well proposed**Approval Date by the County Health Department of existing septic system**

What types of sanitary facilities are to be installed for the proposed operation**Surface water drainage facilities (describe or include in site plan)****Licenses/Permits****Is a highway access permit needed from the State, County or Local Municipality***

- ☐ Yes
☒ No

Is a cigarette license required? (Separate license from Clerk's Office)*

- ☐ Yes
☒ No

Is a liquor license required? (Separate license form Clerk's Office)*

- ☐ Yes
☒ No

Did Wisconsin Department of Safety and Professional Services Division of Industry Services approve building plans*

- ☐ Yes
☒ No

Permitted Property Uses (Check all that apply)*

- ☐ Single Family Dwelling
- ☐ Two Family Dwelling
- ☐ Modular Home
- ☐ Manufactured Home
- ☐ Second or greater wireless telecommunication facility
- ☐ Home occupations/professional home office for nonretail goods and services no customer access
- ☐ Multi-Family Dwellings
- ☐ Art, Music and School supply stores and galleries
- ☐ Antique, collectible and hobby craft shops
- ☐ Automotive and related parts stores, without servicing
- ☐ Hotels and motels
- ☐ Small appliance repair stores, computer or software sales and service
- ☐ Banks and other financial institutions without drive-thru facilities
- ☐ Camera and photographic supply stores
- ☐ Caterers
- ☐ Clothing, Shoe Stores and repair shops
- ☐ Clinics medical and dental
- ☐ Drug Stores
- ☐ Florist Shops
- ☐ Food and convenience stores without gasoline pumps
- ☐ Furniture stores
- ☐ Hardware stores
- ☐ Insurance agencies
- ☐ Barbershops/Beauty Parlors
- ☐ Liquor stores without drive-thru facilities
- ☐ Resale shops
- ☐ Professional and Business offices
- ☐ Self-service laundries and dry-cleaning establishments
- ☐ Stationery stores, retail office supply stores
- ☐ Movie theaters
- ☐ Tourist homes and bed and breakfasts
- ☐ Bakeries or candy stores with products from sale on premise only
- ☐ Appliance repair stores, including computer sales and service
- ☐ Coffee Shops
- ☐ Cultural arts centers and museums
- ☐ Post Offices
- ☐ Ice cream shops and cafes
- ☐ Agricultural services
- ☐ Lumbeyards, building supply stores and green houses
- ☐ Manufacturing, fabrication, packing, packaging and assembly of products from furs, glass, leather, metals, paper, plaster, plastic, textiles, clay, woods and similar material
- ☐ Research facilities, development and testing laboratories including testing facilities and equipment
- ☐ Retail sales and services linked to manufacturing or warehousing

- ☐ Production, or processing, cleaning, servicing, testing or remailer or materials, goods or products limited o the following uses, products, components, or circumstances:
- ☐ a. Electronic and electrical products instruments, such as transistors, semiconductors, small computers, scanners, monitors and compact communication devices
- ☐ b. High technology products related to the fields of physics, oceanography, astrophysics, metallurgy, chemistry, biology or other scientific field offered for study by University of Whitewater
- ☐ c. Laser technology, radiology, x-ray and ultrasound products, manufacturing and assembly
- ☐ d. Medical and dental supplies
- ☐ e. Optical, fiber optical and photographic products and equipment
- ☐ f. Orthopedic and medical appliances such as artificial limbs, brace supports and stretchers
- ☐ g. Products related to process design, process stimulation, computer hardware and software development, safety engineering
- ☐ h. Scientific and precision instruments and components, including robotics
- ☐ Jewelry stores
- ☐ Meat Markets
- ☐ Paint, Wallpaper, interior decorating and floor covering stores
- ☐ Restaurants without drive-thru facilities
- ☐ Sporting goods stores
- ☐ Variety stores
- ☐ Charitable or nonprofit institution and facilities
- ☐ Light assembly uses including electronics, pottery, printing, contractor shops (heating, electrical, plumbing, general contracting) provided that there are no significant environmental emissions (odor or waste)
- ☐ Catalog and e-commerce sales outlets
- ☐ Day spas
- ☐ Gift Shops
- ☐ Public parking lots
- ☐ Tourist information and hospitality centers
- ☐ Dance Studio
- ☒ College Universitites
- ☐ Private recreation facilities
- ☐ Freight terminals, trucking servicing and parking, warehousing and inside storage
- ☐ More than one principal structure on a lot when the additional building is a material and direct party of the primary business
- ☐ Pilot plants and other facilities for testing manufacturing, processing or fabrication methods or for the testing of products or materials
- ☐ Telecommunication centers (not including wireless telecommunication facilities)

Permitted Conditional Uses (Please check all that apply*)

- ☐ Planned Residential Development
- ☒ First telecommunications facility located on alternative structure only
- ☐ Attached townhouse dwellings up to four units per building
- ☒ Public and semipublic uses
- ☐ Multifamily dwellings and attached dwellings, over four units (new construction only)
- ☐ Any building over forty feet
- ☐ Conversion of existing structures resulting in more dwelling units
- ☐ Dwelling units with occupancy of six or more unrelated persons
- ☐ Home Offices/Professional Home offices requiring customer access
- ☐ Bed and Breakfast establishments
- ☐ Conversion of existing single-family dwellings to two-family attached dwellings
- ☐ Professional business offices in a building where principal use is residential
- ☒ Fraternity or sorority house and group lodging facilities
- ☐ Planned Development
- ☐ Conversion of existing units with less than five bedrooms to five or more bedrooms
- ☐ Entertainment establishments, including clubs but excluding adult entertainment
- ☐ All uses with drive-in and drive-thru facilities
- ☐ Automobile repair and service
- ☐ Taverns and other places selling alcoholic beverages by the drink
- ☐ Daycare centers, adult, child and doggie
- ☐ Large Retail and Commercial Service Developments
- ☐ Motor Freight Transportation
- ☐ Light manufacturing and retail uses
- ☐ Automobile and small engine vehicle sales and rental facilities
- ☐ Car washes
- ☐ Gasoline service stations, including incidental repair and service
- ☐ Funeral homes and crematory services
- ☐ Liquor or tobacco stores
- ☐ Wholesale trade of durable and nondurable
- ☐ Salvage Yards

Signatures

By signing below, I certify that the above information is true and accurate account of the information requested for my business site and its operation and use. Should an inspection be required, I agree to all the Inspector(s) reasonable access to the space to verify compliance with the Municipality's Ordinance. In addition, I fully understand that completion of this or its approval does not preclude me from complying with all applicable state Statutes or Municipal Ordinances regarding my business and its lawful operations.

Applicant's Signature*

Samuel Karns

Date*

07/09/2025

Inspector's Signature**Date****Cost Recovery Certificate and Agreement**

Pursuant to Ordinance 19.74.010 and 16.04.270 of the City of Whitewater Municipal Code

The undersigned applicant hereby acknowledges and agrees to be bound by Ordinances 19.74.010 and 16.04.270 of the City of Whitewater Municipal Code, providing for city recovery of all city costs and disbursements incurred directly or indirectly related to the Applicant's request. All costs incurred by the city in the consideration of any requests by the Applicant related to the Applicant's request shall be recoverable, including but not limited to, all professional and technical consultant services and fees retained by the city and rendered in review of any application, including the engineer, planner, attorney, or any other professional or expert hired by the village for purposes of review of the application or pre-submission request. The Applicant agrees to reimburse the City for all costs recoverable pursuant to the terms of the above numbered ordinance within the time period set forth by the City of Whitewater Municipal Code. At no time shall any cost recoverable fees be waived, except through the process of a written request by the Applicant and the Common Council, review and evaluation by the Common Council, and official action taken by the Common Council.

PROJECT INFORMATION**PROJECT NAME*****PROJECT LOCATION*****APPLICANT INFORMATION****NAME*****MAILING (BILLING) ADDRESS*****PHONE*****EMAIL ADDRESS*****ATTORNEY INFORMATION**

NAME

PHONE

EMAIL ADDRESS

RATES

City Administration Hourly Rate Shall Not Exceed

Interim Director of Economic Development: Emily McFarland \$

Director of Public Works: Brad Marquardt \$72.33

Director of Finance: Rachelle Blitch \$65.94

Clerk: Heather Boehm \$43.33

Deputy Clerk: Tiffany Albright \$29.20

NS Administrative Assistant Llana Dostie \$

Building Inspection Services

Building Inspector Commercial: Joe Mesler \$80.00

Building Inspector Residential: Jon Mesler \$80.00

City Attorney

Russell Law Offices, LLc

Attorney Timothy Brovold \$

City Engineer

Strand and Associates \$247.63

Primary Contact: Mark Fischer

City Planners and Zoning Administrator

Primary Contact: Allison Schwark \$49.00

SIGNATURE OF APPLICANT*

Samuel Karns

DATE*

07/09/2025

City Use Only Below this Line

Building Inspector Date Received

Review By

Zoning Administrator Date Received

Reviewed by

Occupancy Classification

Occupancy Classification of Surrounding Units

Zoning of Property

Use Permitted

- ☐ By Right
- ☐ By CUP
- ☐ PC Approval Required

Approval

- ☐ Approved
- ☐ Denied

Date

Approval

- ☐ Approved
- ☐ Denied

Date

Public Works Approval

- ☐ Approved
- ☐ Denied

Date

City Engineer Approval

- ☐ Approved
- ☐ Denied

Date

Police Department Approval

- ☐ Approved
- ☐ Denied

Date

Fire Department Approval

- ☐ Approved
- ☐ Denied

Date