



Plan & Architectural Review Meeting

Whitewater Municipal Building Community Room,
312 West Whitewater St., Whitewater, WI 53190

*In Person and Virtual

Monday, January 12, 2026 - 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 Tom Miller
Board Member Michael M. Smith
Board Member Marjorie Stoneman
Board Member Carol McCormick
Vice Chairman Lynn Binnie
Board Member Sherry Stanek

ABSENT

Board Member Bruce Parker

STAFF

Mason Becker, Community Development Director
Allison Schwark, Zoning Administrator
Llana Dostie, Zoning Specialist
Kevin Boehm, Parks and Recreation Director

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 TO BRING ITEM # 16 UP BEFORE ITEM #4.

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 Committee 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 December 8, 2025 Minutes.

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

Voting Yea: Chairman, Councilmember Hicks, Board Member Miller, Board Member M.Smith, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie, Board Member Stanek

PUBLIC HEARING FOR REVIEW AND POSSIBLE APPROVAL

- 2. Discussion and possible approval of a Conditional Use Permit for an Electronic Message Monument Sign to be located at 499 W Whitewater Street, Whitewater, WI 53190 for Home Lumber. Tax Parcel # /A92900001

Zoning Administrator Schwark stated the owner is seeking to replace a current monument sign with a new monument sign that is slightly shorter and includes an electronic message sign.

McCormick asked if there is a time frame for permits, is there a time limit for repairs.

Zoning Administrator Schwark stated that when a conditional use is issued they have a year to start construction. If there was damage they would be issued a zoning violation to repair with a deadline for compliance.

Stanek asked if these signs are not allowed in a residential area.

Zoning Administrator Schwark confirmed they are only allowed in non residential areas.

Motion to approve the conditional use permit with planner's recommendations.

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

Voting Yea: Chairman, Councilmember Hicks, Board Member M.Smith, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie, Board Member Stanek

Voting Abstaining: Board Member Miller

- 3. Discussion and possible approval of a conditional use permit for alcohol by the drink for Violas Beer Here. Located at 617 E Milwaukee Street. Tax Parcel # /A288100002.

Zoning Administrator Schwark stated that this is a conditional use permit for alcohol by the drink. Beer Here has been there for a long time. They have been selling alcohol by the drink for a long time. The ownership is changing. There have been modifications to the conditional use permit with changes in 2026 and 2008 for the current owner. The use is going to stay the same. There is a request for n outdoor private cafe permit which has been received there are some more items needed. If signage is changed they will need to apply for a sign permit.

Miller stated he has an issue with the operating hours. State Statute only states when the hours need to be closed not open.

Binnie stated that this could have been a stipulation with the owner in the past, we have done that before. It may have been due to the fact that residential is fairly close.

Zoning Administrator Schwark stated she listed what was on their application for hours of operation.

John Cordio just trying to normal hours set by the State 6 am to 2 am on week days and 6 am to 2:30 am on weekends which is state approved hours.

Stanek asked if the hours would be 6 a.m.

Binnie wanted to clarify that the outdoor permit doesn't have to do with public sidewalks. It can apply to a private property permit.

McCormick asked if he had to reapply for this every year.

Zoning Specialist Dostie stated that the private cafe would require a conditional use if they plan to serve after 10:00 pm.

Zoning Administrator Schwark stated that this could be a discussion item for the conditional use.

John Cordio stated there is a current sign on the door that states no alcohol outside after 10 pm. It would be up to the new owner.

Smith asked if this could be added to the outdoor cafe.

Zoning Administrator Schwark stated they could come back to the commission if they would like that condition added to the conditional use permit.

Motion to approve to approve with planner's recommendation and changing #8 should follow state regulated hours.

Motion made by Board Member M.Smith, Seconded by Board Member Miller.

Voting Yea: Chairman, Councilmember Hicks, Board Member Miller, Board Member M.Smith, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie, Board Member Stanek

4. Consideration to Approve and Recommend to Common Council a change in the District Zoning Map to Rezone Parcel #/CL 00035 Big Brick Park located at 611 W Center Street from R-2 (One and Two Family Residence District) to I (Institutional District).
See Skyway Park
5. Consideration to Approve and Recommend to Common Council a change in the District Zoning Map to Rezone Parcel #/WSS 00018 Brewery Hill Park located at 116 North Street from B-2 (Central Business District) to I (Institutional District).
See Skyway Park.
6. Consideration to Approve and Recommend to Common Council a change in the District Zoning Map to Rezone Parcel #s /A392500001 & /WUP 000318 Clay Street Nature Park

located at 511 E Clay Street from R-2 (One and Two Family Residence District) to I (Institutional District).

See Skyway Park.

7. Consideration to Approve and Recommend to Common Council a change in the District Zoning Map to Rezone Parcel #s/WUP 00264, TR 00018, TR 0017, TR 00016, WUP 00260, TR 00014A, TR 00012, TR 00010, A2960000001, A2960000002 Cravath Lake Front Park located at 341 S Fremont Street from B-2(Central Business District), R-3 (Multi-Family Residence District) PD (Planned Development) to I (Institutional District).

See Skyway Park.

8. Consideration to Approve and Recommend to Common Council a change in the District Zoning Map to Rezone Parcel #s/OT 00037 and /OT 00038 Flat Iron Park located at 402 W Main Street from R-3 (Multi-Family Residence District) to I (Institutional District).

See Skyway Park.

9. Consideration to Approve and Recommend to Common Council a change in the District Zoning Map to Rezone Parcel # /OT 00013 Main Street Shoppes Courtyard Park located next to 110 N First Street from B-2 (Center Business District) to I (Institutional District).

See Skyway Park.

10. Consideration to Approve and Recommend to Common Council a change in the District Zoning Map to Rezone Parcel # 292-0515-3141-104 Meadowsweet Park located at 601 N Tratt Street from R-2 (One and Two Family Residence District) to I (Institutional District).

See Skyway Park.

11. Consideration to Approve and Recommend to Common Council a change in the District Zoning Map to Rezone Parcel #/TR 00001 Mill Race Park located next to dam from B-2 (Central Business District) to I (Institutional District).

See Skyway Park.

12. Consideration to Approve and Recommend to Common Council a change in the District Zoning Map to Rezone Parcel #/WES 00035 Minneiska Park located on Tanner Way from PCD (Planned Community Development) to I (Institutional District).

See Skyway Park.

13. Consideration to Approve and Recommend to Common Council a change in the District Zoning Map to Rezone Parcel #/WUP 00322 Moraine View Park located at 1201 Innovation Drive from M-1 (Manufacturing District) to I (Institutional District).

See Skyway Park.

14. Consideration to Approve and Recommend to Common Council a change in the District Zoning Map to Rezone Parcel # /MO 00051 located at 1602 Turtle Mound Circle from R-1 (One Family Residence District) to I (Institutional District).

See Skyway Park.

15. Consideration to Approve and Recommend to Common Council a change in the District Zoning Map to Rezone Parcel # /WUP 00036 Ray Trost Nature Preserve located next to 391 N Fremont Street from R-2 (One and Two Family Residence District) to I (Institutional District).

See Skyway Park.

16. Consideration to Approve and Recommend to Common Council a change in the District Zoning Map to Rezone Parcel # 292-0515-3141-104 for Skyway Park located on Tower Hill Pass from R-2 (One and Two Family Residence District) to I (Institutional District).

Hicks stated that he lives in the area and doesn't want an approved use for trails. Would like a requirement of a conditional use for addition of trails.

Stanek asked wouldn't a conditional use come to the commission.

Hicks stated that the email he received from Zoning Administrator Schwark stated that a trail would be permitted use.

Zoning Administrator Schwark stated Skyview Park currently doesn't have a trail system. If a trail or path or a walking path way was even desired to be put on any park it is technically a permitted use under the Institutional zoning district because it is a park use. The connective in that area doesn't make sense to add trails.

Community Development Director Becker stated there is nothing for a walking trail to connect to in that section in the city.

Zoning Administrator Schwark stated that this is just a proposed rezone and typically there are not conditions placed upon rezones. These conditions would require a zoning text amendment.

Smith asked if there would be an a suitable zoning that would include Neil's concern.

Zoning Administrator Schwark stated no not at this time.

Parks and Recreation Director Boehm stated that the property looks very large but it is actually is very narrow. In the Parks and Open Space Plan there are not projected changes to this park.

David Stone stated we could make a it a conditional use for a trail in the institutional zoning.

Binnie suggested that we deal with the parks in one motion instead of each one.

Zoning Administrator Schwark stated that in 2025 we made a change to the Institutional Code. Our current zoning map shows how our properties are zoned. In the past the parks were automatically placed in the zoning district with the subdivision. Institutional is designed for public uses, where people congregate. The reason for this is to protect and preserve this park land. Someone could be potentially building a house on a residential zoned land. We are not seeking any modification.

David Dwyer 408 Ventura Lane for item 14 asked if there would be changes to use.

Hicks stated that we typically don't respond during public comment but like Allison stated we are only looking at cleaning up the zoning to keep it a park.

Mason stated there no proposal to change the use of parks.

Motion to recommend the zoning change to the Common Council add #6 Clay Street Nature Park, Turtle Mound Park, Trippe Lake Park, Whitewater Effigy Mounds .

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

Voting Yea: Chairman, Councilmember Hicks, Board Member Miller, Board Member M.Smith, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie, Board Member Stanek

17. Consideration to Approve and Recommend to Common Council a change in the District Zoning Map to Rezone Parcel #'s /S 00009, /S 00018 and /S 00019 for Starin Park located at 504 w Starin Road from R-2 (One and Two Family Residence District) to I (Institutional District).

See Skyway Park.

18. Consideration to Approve and Recommend to Common Council a change in the District Zoning Map to Rezone Parcel # /WUP 00271A for Trippe Lake Park located at from R-1(One Family Residence District) to I (Institutional District).

See Skyway Park.

19. Consideration to Approve and Recommend to Common Council a change in the District Zoning Map to Rezone Parcel # /WPB 00043 for Walton East Gate Park located on Jakes Way from R-2(One and Two Family Residence District) to I (Institutional District).

See Skyway Park.

20. Consideration to Approve and Recommend to Common Council a change in the District Zoning Map to Rezone Parcel # 292-0515-3414-102 for Walton Oaks Park located at 654 Stonefield Lane from R-2(One and Two Family Residence District) to I (Institutional District).

See Skyway Park.

21. Consideration to Approve and Recommend to Common Council a change in the District Zoning Map to Rezone Parcel # /WUP 00033 for Whitewater Bark Park located at 546 N Jefferson Street from R-2(One and Two Family Residence District) to I (Institutional District).

See Skyway Park.

22. Consideration to Approve and Recommend to Common Council a change in the District Zoning Map to Rezone Parcel #'s /MO 00053 and /WUP 00160D3 for Whitewater Effigy Mounds Preserve located at 288 Indian Mound Parkway from R-1 (One Family Residence District) and R-1x (One Family Residence District to I (Institutional District).

See Skyway Park.

23. Discussion and possible approval of a Conditional Use Permit for an Electronic Message Monument sign to be located at 402 W Main Street, Flat Iron Park for the City of Whitewater. Tax Parcel # /OT 00038.

Zoning Administrator Schwark stated that along with the rezone the City is seeking a conditional use for a monument sign with electronic message center sign at this park. The rezone needs to be fully approved as a condition.

Stoneman asked if the groups are excited about it.

Parks and Recreation Director Boehm stated that the Tourism board gave us \$50,000 toward the sign. We are no longer going to be putting up the banners. The sign will be north/south. It will be west of the fountain. It will be two sided.

McCormick asked in lieu of the banners will other organization be able to use it.

Parks and Recreation Director Boehm stated yes currently banners cost \$100 but it will be less than that.

Hicks stated that both banner location will be no longer in use.

Stoneman stated you would be letting all the organizations know about the sign.

Stanek asked if this would be out before April and Arbor Day.

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

Voting Yea: Chairman, Councilmember Hicks, Board Member Miller, Board Member M.Smith, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie, Board Member Stanek

24. Discussion and possible recommendation to Common Council Childcare Ordinance.

Zoning Specialist Dostie explained that this was first presented to the board in April 2025. We were waiting for the state to do some changes, the state has upped the number from 8 to 12. We removed at the request of the board the R-3 multi-family residence district and added the B-3 and Institutional.

Binnie stated this is more than cleaning the code officially as we have not allowed residential district even though we have known we have had these in our residential area. It would be appropriate to use language that is identical to the state code. They call them Licensed Family Day Care Centers. Getting the word licensed in there would a good move. He would suggest that for the institutional ones to get the word licensed group day centers. Suggests doing some tweaking and bring it back.

Stanek stated it makes sense to use what the state says.

Smith asked if we have the ability to refer to the state statute.

Binnie asked about district R1X not being included.

Dostie stated it can be.

Motion to postpone to making ordinance identical to statute states.

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

Voting Yea: Chairman, Councilmember Hicks, Board Member Miller, Board Member M.Smith, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie, Board Member Stanek

25. Discussion and possible recommendation to Common Council the creation of a Razing Buildings Ordinance.

Zoning Specialist Dostie stated that while reviewing our ordinance when razing City owned buildings it was noted that we did not have a standard procedure for doing so. We follow State Building codes. Having our our procedure would provide for the health and safety of our residents.

Stoneman stated she was happy to see that asbestos. Asked if lead paint would be included.

Zoning Specialist Dostie confirmed it would.

Zoning Administrator Schwark stated this zoning rewrite would be helpful for our department as a whole. Giving specific guidelines surrounding razing.

Miller asked if your had a garage and you take it down piece by piece is that considered razing.

Zoning Administrator Schwark stated that it would be considered a razing and would require a permit.

Binnie asked if the body wanted to go through all his nit picks or have him work with Llana. Code official means building official. The code states that the city manager is our building official.

Zoning Specialist Dostie stated building official is our building inspector.

Hicks asked that the new ordinance comes in as a redlined.

Motion to postpone to allow for further redline changes.

Motion made by Vice Chairman Binnie.

Voting Yea: Chairman, Councilmember Hicks, Board Member Miller, Board Member M.Smith, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie, Board Member Stanek

26. Discussion and possible recommendation to Common Council the repeal of section 20.04.100.

Zoning Specialist Dostie stated that code enforcement appeals are currently going to Common Council. We had originally considered the Board of Zoning Appeals, however the City Attorney also stated that this is not the proper venue. Code Enforcement letters would fall under the Administrative Appeal under section 2.43 with the City Manager or his designee acting as an impartial reviewer. Once the matter reaches citations these appeals would be with the City Attorney and Municipal Judge.

David Stone stated there is a due process in Chapter 20 that this goes to Council. To get rid of this would of give less rights to citizens. He requests that an independent board look at this.

Stanek stated why wouldn't we send it to Board of Zoning Appeals.

Zoning Administrator Schwark stated that the Board of Zoning Appeals is only established to hear zoning use to grant a lenience or exception to our zoning standards. Our Zoning

ordinance is Title 19 and our Property Maintenance is Title 20. We currently have a contradictory ordinance. We have an administrative appeal procedure that is active in our ordinance to appeal a notice received from my department directly to the city manager and Title 20 states that appeal would go to Common Council.

Hicks asked if we wanted to know if there were other options other than the City Manager alone. Would another board be a possibility?

Smith stated that he can appreciate that there have not been appeals to Common Council.

Zoning Administrator Schwark stated that the letters do explain the appeals process.

No action taken

27. Discussion and possible recommendation to Common Council creating Permit Expirations.

Zoning Specialist Dostie explained that our permits currently use the state statutes related to when a permit expires which is 2 years. We are requesting a shorter timeframe for fences, siding, decks and accessory structures along with commercial remodels that are below \$500,000.

Hicks asked if an interior remodel of a house would retain the 2 year.

Zoning Specialist Dostie confirmed that would stay at the 2 year.

Stanek asked this would be visible to the rest of the community.

Binnie made some suggestions; the first section make lower case e to upper. H permits for demolition make that razing and change the timeframe to make consistent.

Hicks asked about 60 days with the moving. Could they work with us if there are delays.

Zoning Specialist Dostie confirmed yes they could work with us for extension.

Hicks asked about those current permits, would they be grandfathered in.

Zoning Specialist Dostie confirmed that they would.

Motion to recommend to council with Binnie's changes.

Motion made by Chairman, Councilmember Hicks, Seconded by Board Member Stanek. Voting Yea: Chairman, Councilmember Hicks, Board Member Miller, Board Member M.Smith, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie, Board Member Stanek

28. Discussion and possible recommendation to Common Council an amendment to the Sign Ordinance related to the number of wall signs.

Zoning Specialist Dostie stated that we are asking to make a change to our sign ordinance to allow for more than 1 wall sign on multi-tenant buildings. Currently once there is a wall sign, when a new person comes into another space they need a conditional use.

Stoneman asked if there would be a size limit.

Zoning Specialist Dostie stated yes they would still have to follow the size requirements of the sign ordinance.

Binnie asked if this would apply to single businesses as well as multi-tenant.

Zoning special Dostie clarified it would also include single businesses that wanted multiple signs on their buildings.

Stanek asked single and multiple.

Binnie stated this would be tripling the amount of wall signage and there is a maximum of 50 square feet of wall signage. Asked if this was reasonable amount.

Zoning Administrator Schwark stated that this is a reasonable amount. You're seeing so many conditional use applications come thorough because we are requiring a conditional use permit for anything over 1 wall sign.

McCormick stated if you had a free standing building you would want to have signage on those three sides. The back would be for a loading area.

Community Development Director Becker stated he felt that it was reasonable signage and visibility is very important. One reason businesses close is people may not be aware that they are there or what services they offer. Signage is expensive too, if you wanted to spend that money to enhance their business. It is very business friendly to make a change like this.

Motion to recommend to council wall signage for 3 still subject to 50 square feet maximum.

Motion made by Vice Chairman Binnie, Seconded by Board Member Stoneman.
Voting Yea: Chairman, Councilmember Hicks, Board Member Miller, Board Member M.Smith, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie, Board Member Stanek

CONSIDERATION/DISCUSSION/REPORTS

- 29. Discussion and possible action regarding a special joint meeting between Plan Commission and Common Council regarding Comprehensive Plan.

Zoning Specialist Dostie stated that our Comprehensive Plan Provider RDG has requested that we provide dates for a potential joint meeting with PARC and Common Council. Their recommendation is that we do not do this on our normal meeting day for either group.

Hicks stated that Thursdays seem to be the most open. Monday's are PARC and Tuesday's are council.

September 3, 10, 24. Email to PARC members.

FUTURE AGENDA ITEMS

None.

NEXT MEETING DATE FEBRUARY 9, 2026

ADJOURNMENT

Meeting adjourned at 7:58 p.m.

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

Voting Yea: Chairman, Councilmember Hicks, Board Member Miller, Board Member M.Smith, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie, Board Member Stanek