M E M O R A N D U M

To: City of Whitewater Plan and Architectural Review Commission

From: Allison Schwark, Zoning Administrator

Date: November 9, 2026

Re: Conditional Use Permit

Summary of Request	
Requested Approvals:	CUP
Location:	319 W James Street (/TR 00025)
Current Land Use:	Art Studio with gallery, and studio living space
Proposed Land Use:	Art Studio with gallery, and studio living space
Current Zoning:	B-2 Central Business District
Proposed Zoning:	NA
Future Land Use:	Central Business

Application Summary

The applicant is requesting a Conditional Use Permit for first floor residential use in the B-2 district. Applicant is seeking a reapproval of permit to continue to operate an art studio & gallery and small dwelling space located in the rear of the building on the first floor. The proposed gallery and studio is a permitted use under B-2 zoning district, and a Conditional Use Permit is only required for the residential component of the building. Applicant was previously approved for this conversion on October 13, 2025, and subsequently made modifications and did not begin the project within a year, which automatically voids the conditional use permit per our ordinances. Therefore, because CUP has now expired the applicant is returning to request approval once again so that the work can commence.

Per **19.30.030**, first floor residential uses are permitted in B-2 Central Business District with the approval of a Conditional Use Permit.

Planner's Recommendations
Staff recommends that Plan Commission APPROVE the Conditional Use Permit for first floor residential for the parcel located at 319 W James Street, tax key /TR 00025 with the following conditions:

a. Architectural plans, and full construction plans be prepared.
b. All building and zoning permits are approved and obtained.
c. All dumpsters shall be screened by fencing or landscaping.
d. No outdoor storage shall be permitted.
e. CUP voids after one year if work has not begun.
f. Any stipulations as indicated by the PARC.