City Of Whitewater

Conditional Use Permit Application (Public Hearing)

107 Questions

CONDITIONAL USE APPLICATION CHECKLIST

Applicant

1. Fill out Plan Request, Conditional Use Application, Cost Recovery Certificate and
Agreement. A digital copy of all submittal material:
a. Application Forms
b. Landscape plan indicating location, type and size of materials (Please review
Landscaping Guidelines)
c. Stormwater and Erosion Control Applications (if necessary)
d. Lighting (Photometric) Plan
e. Add any other materials you feel are pertinent
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 City of Whitewater using payment link
https://www.paymentservicenetwork.com/PaymentPage.aspx?acc=RT28287

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 Urban Forestry Commission
5. When application is complete and approved by all Staff it will then be forwarded to
the Zoning Specialist.

Zoning Specialist
1. Conditional Use notice will be published in the local newspaper for two-week period
with a one week waiting period for a total of three weeks prior to scheduled public
hearing.
2. Conditional Use notice will be mailed to property owners that abut the property and
those that are within 300 feet minimum/and or further distance at the discretion of zoning administrator from the property.
3. Public Hearing for Conditional Use will be scheduled for the next Plan Commission
meeting after notice has appeared in the newspaper for two weeks.
Process
1. Plan Commission considers applicant's request and staff 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.
Urban Forestry Commission normally meets quarterly the fourth Monday of the month at 5:30 p.m. or as needed to review plans
Llana Dostie, Zoning Specialist
262-473-0144
ldostie@whitewater-wi.gov
Allison Schwark, Zoning Administrator
Municipal Code Enforcement
262-249-6701
mcodeenforcement@gmail.com

General Project Information

1) Project Title (if any) *

7 Brew

Applicant, Agent & Property Owner Information

2) Applicant's First Name *

Jonathan Lippincott

3) Address *

[redacted]

4) City *

[redacted]

5) State *

[redacted]

6) Zip Code *

[redacted]

7) Phone Number *

[redacted]

8) Email Address *

[redacted]

9) Agent Name *

Eric Drazkowski

10) Agent Company *

Excel Engineering Inc

11) Address *

[redacted]

12) City *

[redacted]

13) State *

[redacted]

14) Zip Code *

[redacted]

15) Phone Number *

[redacted]

16) Email Address *

[redacted]

17) Owner First Name (if different from applicant) *

John K Sotherland and Elizabeth J Killips-Sotherland

18) Address *

[redacted]

19) City *

[redacted]

20) State *

[redacted]

21) Zip Code *

[redacted]

22) Phone Number *

[redacted]

23) Email Address *

[redacted]

24) Planning Request (check all that apply) *

- [ ] Annexation $500.00
- [x] Site Plan and Architectural Review $150.00 plus $0.05 per sq. ft (Floor Area)
- [x] Conditional Use Permit $275.00
- [ ] Rezone/Land Use Amendment $400.00
- [ ] Planned Unite Development $500.00
- [ ] Preliminary Plat $175.00
- [ ] Final Plat $225.00
- [x] 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 AppealsAdjustment $300.00

Translation Services

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

Yes

No

26) If Yes, please specify the language required. *

NA

Conditional Use Permit Application

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

27) Previous Use of Space *

Commercial Retail

28) Hours of Operations (Weekends) *

5:30 AM - 11 PM

29) Description of Business use or Operations *

7 Brew double drive-through coffee shop

New Business Use/Operation Information

30) Hours of Operations (Weekdays) *

5:30 AM - 11 PM

31) Total Area Space in Square Feet *

826

32) # Full Time Employees *

10 total employees per shift

33) # Toilet Fixtures *

1

34) # of Part Time Employees *

10 total employees per shift

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

63875

36) Customer Seating *

Yes

No

37) Seating Capacity *

0

38) Sprinkler System *

Yes

No

39) Hazardous/Flammable Chemicals used/stored *

Yes (must attach MSDS Sheets)

No

Specified Use of Property and Building(s)

40) Building A *

Coffee Shop

41) Building B

Cooler

42) Building C

43) Will there be any problems resulting from this operation such as: (Check all that apply) *

- [ ] Odors
- [ ] Smoke
- [ ] Noise
- [ ] Light
- [ ] Vibrations
- [x] Note

Parking

44) Dimension of parking lot *

64' x 26'

45) Number of Spaces Available *

4

46) Parking Lot Construction *

- [x] Asphalt
- [ ] Concrete

47) Type of Screening *

- [ ] Fencing

- [x] Plantings

48) Is employee parking included in "number of spaces available"? *

- [x] Yes
- [ ] No

Signage(Separate Sign Permit Application Needed)

49) Type (Check all that apply) *

- [ ] Freestanding
- [ ] Monument
- [ ] Projecting
- [ ] Awning/Canopy
- [x] Electronic Message
- [ ] Pylon
- [ ] Arm/Post
- [ ] Window
- [ ] Mobile/Portable or Banner
- [ ] None

☐ Other

50) If other, what type *

NA

51) Location of Signs *

Building

Entertainment

52) Is there any type of music in this proposal? *

Yes (Separate License from Clerk's Office Required)

No

53) Live *

Yes

No

54) When will this be offered to customers *

☐ Monday

☐ Tuesday

- [ ] Wednesday
- [ ] Thursday
- [ ] Friday
- [ ] Saturday
- [ ] Sunday
- [x] None

55) What time(s) will this be offered *

NA

Outdoor Lighting

56) Type *

Pole Mounted & Building Mounter Under Canopy

57) Location *

Interior of site

Utilities

58) Will you be connected to City Water and Sewer *

Yes

No

59) Is there a private well on-site *

Yes

No

60) Types of Refuse Disposal *

Municipal

Private

61) Approval Date by the Department of Natural Resources of the well for proposed use

62) Approval Date by the County Health Department for existing septic system

63) What types of sanitary facilities are to be installed for the proposed operation *

Grease interceptor and 4" lateral

64) Surface Water Drainage Facilities (describe or include in site plan) *

None

Licenses/Permits

65) Is a highway access permit needed from the State, County or local Municipality *

- [x] Yes
- [ ] No

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

- [ ] Yes
- [x] No

67) Is a liquor license required? (Separate license from Clerk's office) *

- [ ] Yes
- [x] No

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

Yes

No

69) Permitted Conditional Uses (Please check all that apply) *

- [ ] Planned Residential Development
- [ ] First Wireless 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
- [x] All uses with a 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
- [ ] Home Occupations/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 houses 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
- [ ] Automobile and small engine vehicles 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 goods

☐ 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 Statues or Municipal Ordinances regarding my business and its lawful operations.

70) Applicant's Signature *

Eric Drazkowski

71) Date *

12/10/2026 04:00:00 PM

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 he 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 by 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

72) Project Name *

7 Brew

73) Project Location *

[redacted]

Applicant Information

74) Name *

Jonathan Lippincott

75) Mailing (Billing) Address *

[redacted]

76) Phone *

[redacted]

77) Email Address *

[redacted]

Attorney Information

78) Name *

NA

79) Phone *

000-000-0000

80) Email Address *

[redacted]

81) Signature of Applicant *

Eric Drazkowski

82) Date *

12/10/2026 04:00:00 PM

Note to Applicant:

The City Engineer, Attorney and other City professionals and staff, if requested by the City to review your request, will be billed for their time at an hourly rate which is adjusted from time to time by agreement with the City. Please inquire as to the current hourly rate you can expect from this work. In addition to these rates, you will be asked to reimburse the City for those additional costs set forth in 19.74.10 and 16.04.270 of the Municipal Code.

Rates

City Administration Hourly Rate Shall Not Exceed
Director of Community Development: Mason Becker $59.53

Director of Public Works: Brad Marquardt $79.73
Director of Finance: Rachelle Blitch $72.71
Clerk: Heather Boehm $43.91
Deputy Clerk: Tiffany Albright $29.64
Zoning Specialist Llana Dostie $41.70
City Attorney
Attorney Steven Cheseboro $89.41
City Engineer
Strand and Associates $247.63
Primary Contact: Mark Fischer
City Planners and Zoning Administrator
Primary Contact: Allison Schwark $50.00

83) Site Plan Upload *

2026-10-12-260348200-Sealed Civil Plans.pdf

84) Landscaping Plan Upload *

260348200c-1_4.pdf

85) Lighting Plan Upload *

260348200c-3_1.pdf

86) MSDS Sheets *

Project Narrative.pdf

87) Other Information *

7369.00 CSM 20261007.pdf, EC - Web Soil Survey.pdf, EC Permit App-Checklist-Signed.pdf, Floor Plan, Elevations, Dumpster Detail.pdf, Parking Leniency - Whitewater Plaza.pdf, Project Narrative.pdf, Sign_Brand_Book_Oct_2026.pdf