

MEMORANDUM

To: City of Whitewater Plan and Architectural Review

Commission

From: Allison Schwark, Zoning
Administrator

Date: June 5, 2024

Re: Conditional Use Permit

Summary of Request	
Requested Approvals:	Conditional Use Permit for conversion of existing structure resulting in more dwelling units.
Location:	452 W Main Street- Lower Unit
Current Land Use:	Former Law Office
Proposed Land Use:	4 Bedroom Apartment
Current Zoning:	R-3 Multi-Family Residence District
Proposed Zoning:	N/A
Future Land Use, Comprehensive Plan:	Community Business

Site Plan Review:

The applicant is requesting a Conditional Use Permit for a ground level apartment to be built with four bedrooms, kitchen, living room, and one bathroom. Previously the ground floor of the building located at 452 W Main Street, was a law office, and the upstairs is an existing apartment unit. Each level has separate utilities, and there will be no reason for change. Title 19.20.030 allows conversions of existing buildings into dwelling units by conditional use.

The proposed site plan, and existing building meets all requirements of the R-3 zoning district including adequate parking.

Park Fee Requirements:

All residential development shall be subject to a park acquisition fee per dwelling unit and a park improvement fee per dwelling unit, payable before a building permit is issued. The fee will be recommended by the parks and recreation board and then approved by the common council.

Planner's Recommendations

- 1) Staff recommends that Plan Commission **APPROVE** the Conditional Use Permit with the following conditions:
 - a) The applicant is responsible for planning, design, and implementation of the approved plan for the site. The City of Whitewater shall not be held responsible for any deficiency in the plan.
 - b) The project shall be developed in accordance with the approved site plan, architecture, and landscape plan. Any deviation from the approved plans shall require zoning administrator and/or Plan Commission approval.
 - c) The permit holder shall be responsible for the continued maintenance and/or replacement of all buildings, fencing, landscaping and other site improvements.
 - d) No outdoor storage shall be permitted.
 - e) The number of unrelated individuals shall never exceed 5 per dwelling unit.
 - f) The number of overnight parking shall not exceed 9 vehicles.
 - g) All vehicles shall be parked in designated paved parking areas.
 - h) The proposed dwelling unit may be subject to a park fee determined by the parks and recreation board, and approved at common council.
 - i) Any conditions stipulated by the PARC.