



Plan & Architectural Review Meeting

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

*In Person and Virtual

Monday, December 08, 2025 - 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 Bruce Parker
Board Member Tom Miller
Board Member Marjorie Stoneman
Board Member Carol McCormick
Vice Chairman Lynn Binnie

ABSENT

Board Member Sherry Stanek

STAFF

Mason Becker, Community Development Director
Llana Dostie, Zoning Specialist
Allison Schwark, Zoning Administrator

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 made by Board Member McCormick, Seconded by Vice Chairman Binnie.

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Board Member Miller, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie

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 Council 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 November 10, 2025 Minutes.

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

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Board Member Miller, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie

PUBLIC HEARING FOR REVIEW AND POSSIBLE APPROVAL

2. Discussion and possible approval of a conditional use permit for alcohol by the drink for Whitewater Cinema located at 151 S Pearson Lane. Tax Parcel # /A300200002.

Zoning Administrator Schwark stated this is for the Whitewater Cinema. They are requesting a conditional use permit for sale of alcohol by the drink. This is required for the B-1 district.

Binnie stated they are looking to just serve beer and wine. They need the CUP also.

Schwark stated that they have the alcohol license but need to have a CUP to go with the license.

McCormick asked if there was any name change.

Schwark stated she doesn't believe there is any name change.

Motion to approve with planner's recommendations.

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

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Board Member Miller, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie

3. Discussion and possible approval of a conditional use permit for alcohol by the drink for 1850 Tavern on Main (currently known as Brass Rail). Located at 130 W Main Street. Tax Parcel #/WUP 00255.

Zoning Administrator Schwark stated this is very similar to the previous item. They have their licensing and they need their conditional use permit for alcohol by the drink.

McCormick asked about the name and the significance.

Bruce Lechner stated the building was built in 1850 so that is why they went with the name.

Miller stated that these are the worst drawings he has seen.

Schwark stated that they didn't need to provide dimensions since it is not a site plan review.

Motion to approved with planner's recommendations.

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

4. Discussion and possible action regarding a Conditional Use Permit for additional residential units for Walworth County Housing Authority. Located at 209 S Taft Street. Tax Parcel #: /HAS 000046.

Zoning Administrator Schwark stated they are requesting 1st floor apartments in the B-1 business district. They are adding 2nd floor units. Walworth County Housing has purchased the property. They want 50% of the first floor to be converted to 2 ADA accessible units. Residential units must meet requirements and they do meet all but one requirement., which is the need for residential units to exit to the rear.

Stoneman asked if the 4 unrelated limit was for each unit.

Schwark confirmed it was for each unit.

Peter Weston, Architect stated he missed the rear entry requirement and it is ADA unit 2. He will switch the design.

Schwark stated that this is only a CUP not a site plan.

Peter Weston, confirmed that it will be sprinklered.

Parker asked where the unrelated number came from.

Schwark stated this comes from our zoning code.

Motion to approve with planner's recommendations.

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

5. Discussion and possible recommendation to Common Council for change to the Comprehensive Plan Future Land Use Map for Tax Parcel #'s /A410100001, A410100002, /A410100003, /A503200001 and /A503200002 from Highway Commercial and Light Industrial District (B-3) to One-Family-Small Lots Residence District (R-1s).

Zoning Administrator Schwark stated you will see a series of items related to this development. This project is located on Bluff road for single family homes. They are requesting a comp plan amendment for single family homes. The subject parcels currently are all vacant. They are surrounded by residential use on the other side of the street.

Binnie asked is the adjacent to the property that we discussed previously.

Schwark stated this is nearby to the parcel we had discussed a month or two ago.

Binnie asked if this is a spur or a track.

Becker confirmed that it is the actual track.

McCormick asked about safety fencing between railroad and homes.

Schwark stated these would be sold individually and the owners would have the right to install fencing.

Becker stated there are other residential properties that abutt the rail line.

Tim Vandervalle, Jr CEO of Stonegate Development 797 Meadowgate Drive, Waterford, WI 53185, stated about the separations from the yard to the tracks there is vegetation that blocks the tracks.

David Stone stated staff review was done very well and how the recommendation was presented.

Parker stated there is an issue with easements then stated cancel that idea.

Motion to recommend to Council a change to Comprehensive Plan Future Land Use Map.

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

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Board Member Miller, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie

6. Consideration to approve and recommendation to Common Council a change in District Zoning Map to Rezone Tax Parcel #'s /A410100001, A410100002, /A410100003, /A503200001 and /A503200002 from Highway Commercial and Light Industrial District (B-3) to One-Family-Small Lots Residence District (R-1s).

Zoning Administrator Schwark stated that these are the same parcels. This is the second step. Now that the comp amendment change has been recommended, Common Council would also need to change our city Zoning. The lots meet the conditions of the R-1s district.

Motion to recommend to Council a change in District Zoning map.

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

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Board Member Miller, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie

DISCUSSIONS AND CONSIDERATIONS

7. Discussion and possible approval of site plan and preliminary and final Plat for Stonehaven.

Zoning Administrator Schwark stated the preliminary and final plat are both the same. The plats meet all the requirements of the zoning ordinance and state statutes. They are taking 5 parcels to create 14 individual lots. Brad has reviewed the plats.

Hicks asked if it will be the city or the developer responsibility to remove the previous road.

McCormick asked if the homes were going to be built in a factory.

Vandervalle stated they will have basements and they have done test pits. All appliances will be included which includes the washer and dryer. Landscaping is included.

McCormick asked about the target cost for each house.

Vanderville stated the target is \$330,000 to the consumer. Trying to do affordable housing.

Miller asked about upgrades to appliances.

Vanderville stated they will be turn key spec homes built 4 at a time.

Motion by Binnie to recommend to Council the preliminary plat seconded by Hicks.

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Board Member Miller, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie

Motion by Stoneman to recommend to Council the final plat seconded by Hicks.

Motion made by Board Member Stoneman, Seconded by Chairman, Councilmember Hicks.

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Board Member Miller, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie

8. Discussion and possible approval of the Site Plan for Whitewater Industrial Investor's. Located at 848 E Commercial Avenue. Tax Parcel #/A64500001.

Zoning Administrator Schwark stated that this property is located in our M-1 district. Adding new pavement. This is a 6 acre property. They meet all requirements for the M-1 district.

Binnie asked if the addition would require any stormwater management plan.

Schwark stated that this would not.

Motion to approve with planner's recommendations.

Motion made by Board Member Parker, Seconded by Board Member Miller.
Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Board Member Miller, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie
9. Review and possible approval of an Extraterritorial Survey for a parcel of land located at W4890 Tri County Road. Tax Parcel #016-0514-3643-000.

Zoning Administrator Schwark stated this parcel is located Tri County is in the Township. We have extraterritorial platting approval. They are requesting CSM of two lots. Lot 1 is for a cemetery. The proposed use is not evaluated by the city. There is an established access to one of the lots.

Motion made by Chairman, Councilmember Hicks, Seconded by Board Member McCormick.
Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Board Member Miller, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie
10. Demonstration from Dan Boldt, GIS Analyst of the new GIS Zoning Maps.

Dan presented an overview on what the new GIS maps that will be public facing will look like.

FUTURE AGENDA ITEMS

11. Ordinances Moved to January Meeting

Childcare Ordinance

Demolition Ordinance

Repeal Section 20.04.100

Permit Expirations Ordinance

Sign Ordinance Amendment

NEXT MEETING DATE JANUARY 12, 2026.

ADJOURNMENT

Meeting adjourned at 7:27 p.m.

Motion made by Board Member Parker. Seconded by Board Member McCormick.

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Board Member Miller, Board Member Stoneman, Board Member McCormick, Vice Chairman Binnie