



Plan & Architectural Review Meeting

Whitewater Municipal Building Community Room,
312 West Whitewater St., Whitewater, WI 53190
*In Person and Virtual

Monday, June 10, 2024 - 6:00 PM

Citizens are welcome (and encouraged) to join our webinar via computer, smart phone, or telephone. Citizen participation is welcome during topic discussion periods.

Plan & Architectural Review Commission
Jun 10, 2024, 6:00 – 8:00 PM (America/Chicago)

Please join my meeting from your computer, tablet or smartphone.

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Please note that although every effort will be made to provide for virtual participation, unforeseen technical difficulties may prevent this, in which case the meeting may still proceed as long as there is a quorum. Should you wish to make a comment in this situation, you are welcome to call this number: (262) 473-0108.

MINUTES

CALL TO ORDER AND ROLL CALL

Called to order at 6:00 p.m.

PRESENT

Chairman, Councilmember Neil Hicks
Board Member Bruce Parker
Vice Chairperson Tom Miller
Board Member Carol McCormick
Board Member Lynn Binnie

ABSENT

Board Member Michael Smith

STAFF

Taylor Zeinert, Economic Director
Allison Schwark, Planner

Attorney Jonathan McDonell
Llana Dostie, Neighborhood Services Administrative Assistant

APPROVAL OF AGENDA

A commission 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 commission to be implemented. the agenda shall be approved at reach meeting even if no changes are being made at that meeting.

APPROVAL OF MINUTES

1. Approval of May 13, 2024 Minutes.

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

No Citizen Comments

UPDATES / REPORTS

2. Update on Bower's House.

Michael Peine, architect for the Bower's House project provided an update on the project at this time. The current scope of work has been structural. During demolition there was a lot of structural issue exposed. They have added more structural beams to carry the load. The roof has been redone. New water and sanitary lines have been added to the building. The ongoing plan is to have commercial on the bottom and apartments on the 2nd and 3rd floor most units will be 1 bedroom units, with 1 two bedroom unit on each floor. There will be a total of 10 units. Continued goal is to maintain historical look on the outside.

PUBLIC HEARING FOR REVIEW AND POSSIBLE APPROVAL

3. **This item has been moved to the July 8, 2024 meeting at the request of the applicant.**

Discussion and possible approval of a Conditional Use Permit for a New Wireless Telecommunication Facility and Free Standing Tower to be located at 1002 S Janesville Street Tax Parcel # /WUP 00341 for LCC Telecom Services.

4. Discussion and possible approval to change zoning of the Irvin L Young properties to reflect the correct zoning use.

Planner Schwark noted there was an error in address on her planners report. Library address is 431 W Center St. Board Member Binne requested clarification on that this would be a recommendation to common council. Board Member Parker asked whether this would be a spot zone situation. Planner Schwark confirmed this would not be. Board Member stated that this use will need to be added to ordinance. Attorney McDonell stated that the ordinance should be updated.

Motion by Board Member Binne to have the attorney and planner come back with a proposed revision to the definition of Institutional zoning and than have this matter be heard with the updated ordinance.

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

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

5. Discussion and possible approval to change zoning of the Municipal Building properties to reflect the correct zoning use.

Motion by Board Member Binne to have the attorney and planner come back with a proposed revision to the definition of Institutional zoning and than have this matter be heard with the updated ordinance.

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

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

6. Discussion and possible approval of a Certified Survey Map(CSM) for Land Division creating two new lots for Tax Parcel # /CAH 00007 located at 1207 W Carriage Drive for Keystone Real Estate Investments, LLC.

Planner Schwark explained this is a two lot proposed CSM. No plans for development plans for back lot. Board Member Binnie asked paving that portion of road was not in the scope of work of the current project. Planner Schwark confirmed it was not. Owner Matt Kuehl commented that the condition about paving to the gravel road. He felt that it would be a better taking up the condition when the city decides to pave Carriage Drive.

Motion by Board Member Binnie moved approval with the planners recommendations:

- A. All requirements of the R-3 zoning district shall be met for both Lot 1 and Lot 2. Specifically, for Lot 1, the applicant shall provide setbacks and the area of the existing multifamily building in order to demonstrate the requirements of the R-3 zoning district are met.
- B. The CSM shall be corrected to label Carriage Drive as a platted, public road. This is necessary to ensure that Lot 2 meets minimum street frontage requirements.
- C. Any other conditions stipulated by the PARC.

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

Voting Yea: Chairman, Councilmember Hicks, Board Member Parker, Vice Chairperson

Miller, Board Member McCormick, Board Member Binnie

7. Discussion and possible approval of a Conditional Use Permit for a New Wireless Telecommunication Facility and Free Standing Tower to be colocated on the Water Tower located at 797 Indian Mound Parkway Tax Parcel #/A277200001 for Verizon.

Planner Schwark explained this is the second to last spot on the water tower. Verizon will be co-located on the top of the water tower. Infrastructure is already on the site. Chris Lee from Mountain Ltd they represent Verizon he provided a brief presentation on project. Board Member Hicks asked for some changes to the the following:

-A 1.0 and A-1.1 the 8 inch stub ups at the pad drawing shows them outside fence needs covered to stop water penetration.

-Inside tower would like to see properly waterproofed at base of tower.

-A 2.0 doesn't make any mention of tower lights and would like to see those raised 6 inches above the highest antenna

-A 4.12 for the protection of our workers an RF Guideline sign placed at the top of the water tower right before the exit

-E-2.1 if paint and steel is being ground down, would like that inspected by our DPW Director.

Motion by Chairman Hicks to approve co-location of Verizon on the water tower located at 797 Indian Mound Pkwy with the planners recommendation except with the removal of f and the addition of the comments he made as well.

Motion made by Chairman Hicks, Seconded by Board Member Binnie.

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

8. Discussion and possible approval of Conditional Use Permit to allow for the conversion of dwelling into a duplex for Tax Parcel # /WUP 00096 located at 452 W Main Street for BCN Rentals, LLC.

Board member Parker asked if we had a floor plan of second floor. Planner Schwark stated that the second floor is not included in this approval. Attorney McDonell confirmed that there is a separate entrance to the second floor from the parking lot.

Matt Stever and Dixie Stever from BCN Rentals. The plans state that there will be locking fireproof door.

Motion made to approve with planners recommendations with addition that the emergency fire exit be added to the plans.

Brian Furthmuth spoke about the applicant.

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

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

FUTURE AGENDA ITEMS

9. Discussion and possible referral to Common Council for Changes to 19.55.070(f)-July

NEXT MEETING DATE JULY 8, 2024

ADJOURNMENT

Motion made by Vice Chairperson Miller, Seconded by Board Member McCormick.

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

Adjourned at 7:04 p.m.

Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk (262-473-0102) at least 72 hours prior to the meeting. Those wishing to weigh in on any of the above-mentioned agenda items but unable to attend the meeting are asked to send their comments to:
c/o Neighborhood Services
312 W. Whitewater Street
Whitewater, WI 53190
or Idostie@whitewater-wi.gov

A quorum of the Common Council might be present. This notice is given to inform the public that no formal action will be taken at this meeting by the Common Council.