

PLANNING REQUEST

1. General Project Information:

Project Tax Key #: OT00036 Project Address 328 W. Main St.
 Project Title (if any): Asphalt Appeal - Hamilton House Parking Lot

2. Applicant, Agent & Property Owner Information:

Applicant's Name: Kari Barbar Company: Hamilton House
 Street Address: 328 W. Main St City/State: Whitewater Zip: 53190
 Telephone: () 336-488-4186 Email: karibarbar56@gmail.com
 Agent: _____ Company: _____
 Street Address: _____ City/State: _____ Zip: _____
 Telephone: () _____ Email: _____
 Owner, if different from applicant: _____
 Street Address: _____ City/State: _____ Zip: _____
 Telephone: () _____ Email: _____

3. Planning Request (Check all that apply)

- | | | |
|--------------------------|------------------------------------|--|
| ☐ | Site Plan and Architectural Review | \$150.00 plus \$0.05 per sq. ft (Floor Area) |
| ☐ | Conditional Use Permit | \$275.00 |
| ☐ | Rezone/Land Use Amendment | \$400.00 |
| ☐ | Comprehensive Plan Amendment | \$400.00 |
| ☐ | Planned Unit Development | \$500.00 |
| ☐ | Preliminary Plat | \$175.00 |
| ☐ | Final Plat | \$225.00 |



www.whitewater-wi.gov
Community Dev. Director: 262-473-0148
Economic Dev. Coordinator: 262-473-0145
Zoning Specialist: 262-473-0144

Community Development Department
312 W. Whitewater St.
Whitewater, WI 53190

- | | |
|--|---|
| ☐ Certified Survey Map | \$200.00 plus \$10.00 per lot |
| ☐ Project Concept Review | \$150.00 |
| ☐ Joint Conditional Use Permit & 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 Area) | \$350.00 plus \$0.05 per sq. ft. (Floor Area) |
| ☒ Board of Zoning Appeals/Adjustment | \$300.00 |

4. TRANSLATION SERVICES

Will Translation services be needed during the Meeting

☐ Yes

☒ No

If Yes, please specify the language required _____

5. Specific Project Information:

Current Zoning District(s): PUD Proposed Zoning District(s): _____
Current Land Use: Residence, Venue, B&B Proposed Land Use: no change
Gross Site Area: 5'x20.5' asphalt area
Current Number of Lots: 1 Proposed Number of Lots: 1

BOARD OF ZONING APPEALS APPLICATION CHECKLIST

Applicant

1. Fill out Planning Request Form, Board of Zoning Appeals Application. A digital copy of all submittal material:
 - a. Any other materials
2. Application shall include the following requirements:
 - a. Site plan, including location and dimensions of all buildings, parking, loading, vehicle and pedestrian circulation, signs, walls, fences, other structures, outdoor storage areas, mechanicals, and dumpsters. Adjacent streets and uses and methods for screening parking, loading, storage, mechanical, and dumpsters areas should be shown. Statistics on lot area, green space percentage, and housing density should be provided. The Plan Commission encourages compliance with its adopted parking lot curbing policy.
 - b. Natural Features Inventory map, showing the existing limits of all water bodies, wetlands, floodplains, existing trees with trunks more than 4 inches in diameter, and any other exceptional natural resource features on all or part of the site.
 - c. Landscape Plan, prepared by a professional, and showing an overhead view of all proposed landscaping and existing landscaping to remain. The species, size at time of planting, and mature size should be indicated for all plantings. Areas to be left in green space should be clearly delineated. The Plan Commission encourages compliance with its adopted landscaping guidelines, available from the Zoning Department.
 - d. Grading and drainage plan, meeting the City's stormwater management ordinance if required. The plan should show existing and proposed surface elevations on the site at two foot intervals or less, and proposed stormwater management improvements, such as detention/retention facilities where required. Stormwater calculations may be required.
 - e. Utilities plan, showing locations and sizes of existing and proposed connections to sanitary sewer, water, and storm sewer lines, along with required easements. Sampling manholes may be required for sanitary sewer. The City's noise ordinance must be met.
 - f. Building elevation, showing the dimensions, colors, and materials used on all sides of the building. The Plan Commission encourages variety and creativity in building colors and architectural styles, while respecting the character of the surrounding neighborhood.

- g. Sign plan, meeting the City's sign ordinance, and showing the location, height, dimensions, color, materials, lighting and copy area of all signage.
- h. Lighting plan, meeting the City's lighting ordinance, and showing the location, height, type, orientation and power all proposed outdoor lighting both on poles and on buildings. Cut sheets and photometric plans may be required for larger projects.
- i. Submit fee to City of Whitewater using payment link
<https://www.paymentservicenetwork.com/PaymentPage.aspx?acc=RT28287>
- j. **ALL FORMS NEED TO BE EMAILED TO: ldostie@whitewater-wi.gov**

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

Process

- 1. Board of Zoning Appeals considers applicant's request and staff review is presented by Zoning Administrator, at the first initial appearance. If Board of Appeals 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: Board of Zoning Appeals normally meets the fourth Thursday of each month at 6:00 p.m. if there have been applications submitted.

Llana Dostie, Zoning Specialist
262-473-0144
ldostie@whitewater-wi.gov

Allison Schwark, Zoning Administrator
Municipal Code Enforcement
262-249-6701
mcodeenforcement@gmail.com



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TO: THOSE REQUESTING A VARIANCE OF ZONING REQUIREMENTS

FROM: THE BOARD OF ZONING APPEALS

THINGS YOU WILL HAVE TO PROVE TO BE GRANTED A VARIANCE

The Board of Zoning Appeals has the power "to hear and grant applications for variances as will not be contrary to the public interest where, owing to special conditions, a literal enforcement will result in practical difficulty or unnecessary hardship, so that the spirit and purposes of the ordinance shall be observed and the public safety, welfare and justice secured."

USE VARIANCE WILL NOT BE GRANTED. Findings prerequisite to granting of a variance No variance to the provisions of this title shall be granted by the Board unless it finds beyond a reasonable doubt that all of the following facts and conditions exist, and so indicates in the minutes of its proceedings:

- A. The particular physical surroundings, shape, or topographical conditions of this specific property involved would result in a practical hardship upon the owner as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out;
- B. The conditions upon which the application for a variance is based would not be applicable generally to other property within the same zoning classification;
- C. The purpose of the variance is not based exclusively upon a desire for economic or other material gain by the applicant or owner;
- D. The proposed variance will not impair an adequate supply of light or air to adjacent property or substantially increase the congestion in public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the neighborhood.

Please consider the above items in presenting your oral testimony, for a lack of such testimony may result in denial of the variance. All questions in the application must be answered.

NOTICE: The Board of Zoning Appeals meetings are scheduled as needed on the 4th Thursday of the month. Schedule of submission dates available on the City website under Government Boards and Commission Board of Zoning Appeals. PLEASE COMPLETE THE FOLLOWING APPLICATION Refer to Chapter 19.72 of the City of Whitewater Municipal Code of Ordinances, entitled BOARD OF ZONING APPEALS, for more information on application.

BOARD OF ZONING APPEALS APPLICATION

I, (We)the undersigned owner(s)/agent do hereby petition the Board of Zoning Appeals to grant a Zoning Variance.

1. Address and legal description of the subject site (attach a separate sheet if necessary):
 328 W. Main St Whitewater, WI 53190 Hamilton House parking lot
 Parking lot is behind Hamilton House with entry from North Street

2. Section of the City of Whitewater Zoning Ordinance that prohibits the proposed usage of the property, it is this section of the Ordinance for which a variance is requested: 3' offset from property line required per Allison Schwark.

3. No. Of Occupants Proposed to be accommodated N/A
4. No. of Employees, if applicable N/A
5. Current Principal Use: Residence, Wedding Venue, B&B
6. Proposed Use: no change

7. Petitioner's interest in requested Variance: Owner
8. Have you been granted any variances in the past, on any properties, whether fully or partially owned by you.

☐ Yes
 ☒ No

If **YES**, list address of those properties and whether the requirements of the variance granted have been completed. _____

STANDARDS

The following are the Standards that the City of Whitewater Zoning Ordinances sets for decisions on variances. Explain how your proposal meets these standards.

- A. The particular physical surroundings, shape, or topographical conditions of the specific property involved would result in a particular hardship upon the owner or distinguished from mere inconvenience, if the strict letter of the regulations were to be carried out.

Applicant's Explanation

See attachment - wheelchair ramp being built in parking lot per permit 019-26 consuming 6' of existing asphalt.
 Construction planned for April/May, depending on weather.
 Need to maintain safe maneuvering space for vehicles and pedestrians walking to entrance
 Owners are requesting asphalt to replace a portion of grass area.
 Retain 10' x 20.5' area of grass along North Street, aligned between 2 existing 10' concrete approaches.

- B. The condition upon which the application for a variance are based would not be applicable generally to other property within the same zoning classification.

Applicant's Explanation

Next door is City of Whitewater Cultural Arts Building. The asphalt parking lot there is already even with concrete approach. This is the same as what we are requesting.

- C. The purpose of the variance is not based exclusively upon a desire for economic or material gain by the applicant or owner.

Applicant's Explanation

The purpose is to retain safe parking lot after installing a wheelchair ramp to accommodate handicap guests.

D. The proposed variance will not impair an adequate supply of light and air to adjacent property or substantially increase congestion in the public streets or increase the danger of fire or endanger public safety, or substantially diminish or impair property value within the neighborhood.

Applicant’s Explanation

No light or air issues. Should reduce congestion on street since vehicles will be able to maneuver easier and safer for pedestrians walking behind vehicles to entrance.

Property Owner

Applicant Signature

3/19/26

Date



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Cost Recover 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 the 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

PROJECT NAME

Hamilton House Parking Lot

PROJECT ADDRESS

328 W. Main St Whitewater, WI 53190

APPLICANT INFORMATION

NAME

Kari Barbar

MAILING (BILLING) ADDRESS

328 W. Main St. Whitewater, WI 53190

PHONE

336-488-4186

EMAIL

karibarbar56@gmail.com

ATTORNEY INFORMATION

NAME

PHONE

EMAIL

SIGNATURE OF APPLICANT

Dated this 19 day of March, 2026

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.



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City Administration

Hourly Rate Shall Not Exceed

Community Development Director:	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
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City Engineer

Strand and Associates	\$247.63
Primary Contact: Mark Fischer	

City Planners and Zoning Administrator

Primary Contact: Allison Schwark	\$50.00
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