



CITY OF WHITEWATER PLAN AND ARCHITECTURAL REVIEW
COMMISSION

Agenda

April 8, 2019

City of Whitewater Municipal Building

Community Room

312 W. Whitewater St., Whitewater, Wisconsin

6:00 p.m.

1.	Call to order and Roll Call.
2.	<u>Hearing of Citizen Comments.</u> 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 Plan Commission discusses that particular item.
3.	Review and approve the Plan Commission minutes of January 14, 2019 and March 11, 2019.
4.	Hold a public hearing for consideration of a conditional use permit for the conversion of a two unit (duplex) with five bedrooms in each unit into 4 smaller units, consisting of 2 three-bedroom units, 1 two-bedroom unit and 1 one-bedroom unit (9 total bedrooms) at 353 S. Scott Street for Land and Water Investments, LLC (Matthew Kuehl).
5.	Hold a public hearing for consideration of a conditional use permit for the conversion of a duplex (2 five-bedroom units) into 4 two-bedroom units (8 total bedrooms) at 361-365 S. Scott Street for Land and Water Investments, LLC. (Matthew Kuehl).
6.	Information Items: <ul style="list-style-type: none"> a. Former Middle School property development information per request of Plan Commission members. b. Possible future agenda items. c. Next regular Plan Commission Meeting – May 13, 2019.
7.	Adjournment.

Anyone requiring special arrangements is asked to call the Zoning and Planning Office 24 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 Director, 312 W. Whitewater Street,

Whitewater, WI, 53190 or jwegner@whitewater-wi.gov.

The City of Whitewater website is: whitewater-wi.gov

It is possible that members of, and possibly a quorum of members of, other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information over which they may have decision-making responsibility; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

M E M O R A N D U M

To: City of Whitewater Plan and Architectural Review Commission
From: Chris Munz-Pritchard City Planner
Date: April 8, 2019
Re: **Item # 4** Proposed conversion and addition from a single family home to a four dwelling unit at 353 Scott Street (/K 00009) for Land and Water Investments (Matt Kuehl).

Summary of Request	
Requested Approvals:	Proposed conversion of a single family home into a four dwelling unit
Location:	353 Scott Street, tax ID /K 00009
Current Land Use:	Single Family Home
Proposed Land Use:	Four-family attached dwelling
Current Zoning:	R-3 Multifamily Residence District

Description of the Proposal:

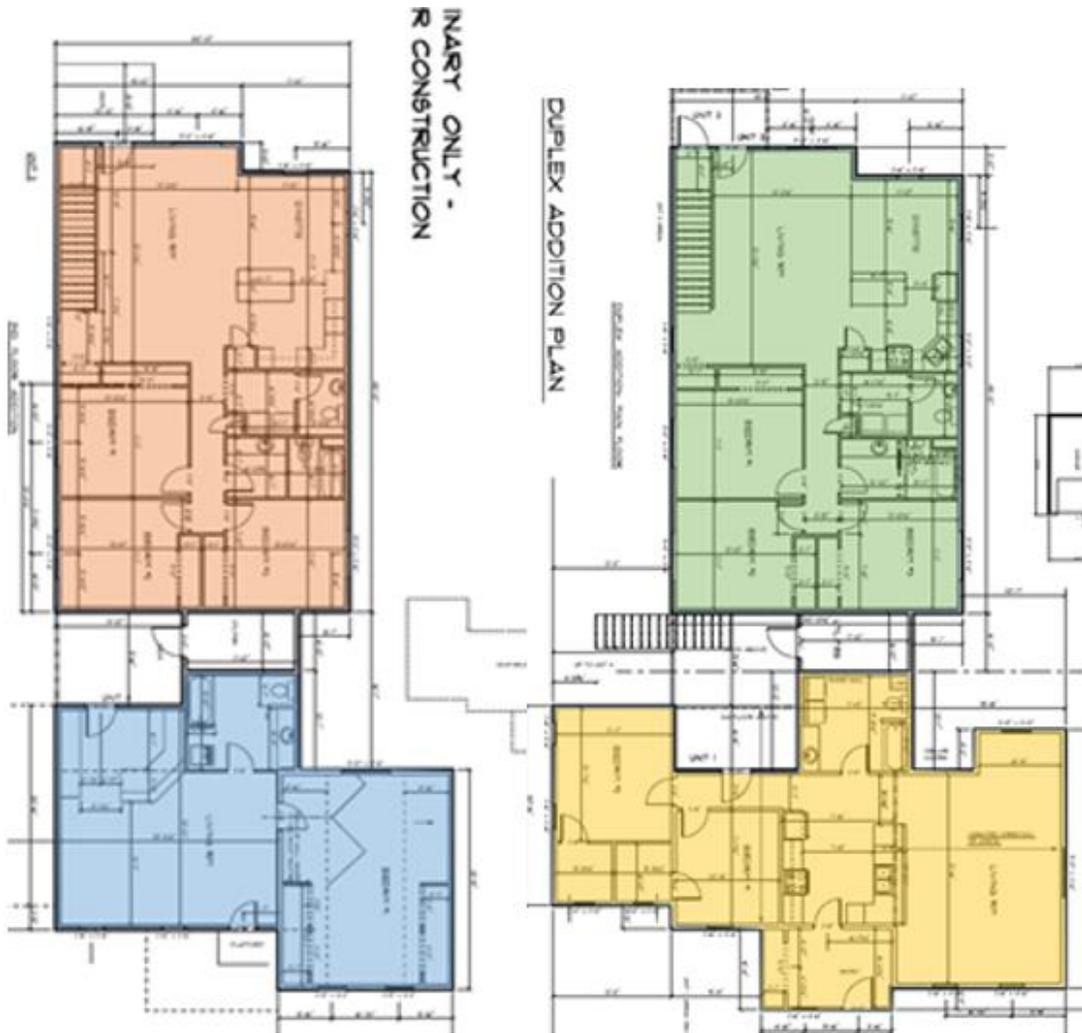
The proposed project requires a Conditional Use in Section 19.21.030 of the R-3 Multi Family Residence zoning district which reads;

G. Conversions of existing structures resulting in more dwelling units,

This proposal is the conversion of a single family home into four units. This address had a planning review of a proposed duplex at the Plan and Architectural Review Commission on October 8, 2018. The project from October never moved forward, though building and demo permits were pulled.



The proposed four unit project is two stories. The first floor will have two units (green and yellow). The green unit will have three (3) bedrooms, the yellow is a two (2) bedroom. The second floor will have two units. The red unit is a three (3) bedroom and the blue unit is a one (1) bedroom. There is a total of nine (9) bedrooms for this proposal.

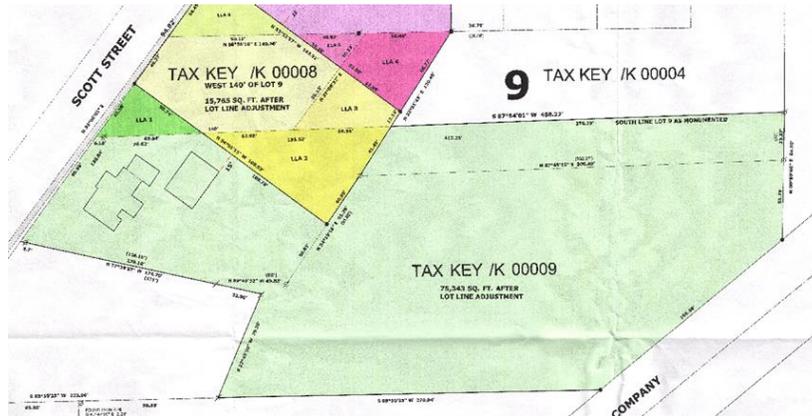


The minimum usable floor area in each dwelling unit shall have the following (19.57.130):

Multifamily:	Minimum Usable Floor Area
One-bedroom apartment	500 square feet
Two-bedroom apartment	800 square feet
Three or more bedroom apartment	1,000 square feet

The proposed parking plan for Franklin Crossing located on Scott Street will provide the parking in the rear of the building. The parking plan shall establish an access and parking easements for all properties that utilize the Franklin Crossing parking.

The minimum lot area in the R-3 district is 15,000 square feet. The lot sits on 75,943 square feet according to survey number 010-988 surveyed on 10-28-2015 and recorded with Walworth County.



Multifamily dwelling units in the R-3 require one hundred (100) feet for lot width. This lot is 136.84 feet at the street yard. Maximum Impervious Surface will require stormwater engineering approval for the follow reasons:

- This project is in an area of the City known to have drainage concerns (Basin15).
- Scott Street was essentially designed as an alley way. Per the September 11, 2017 Conditional Use Permit for 329 S Scott Street. A joint parking lot is to be constructed for ingress and egress out to Franklin Street. The plans are to be approved within 18 months (March 2019) and the construction be completed within 18 months (October 2020) after the plans are approved. Parking at 353 S Scott Street is in direct correlation with the joint parking requirements for 329 S Scott Street.

PLANNER’S RECOMMENDATIONS:

I recommend that the Plan and Architectural Review Commission recommend approval of the proposed conversion, subject to the findings presented below.

1. Yard requirements (19.21.060) is thirty (30) feet in the front, fifteen (15) feet on the sides and thirty (30) feet in the rear. The plans turned in for 353 S. Scott Street do not show setbacks (building envelope) for this property. It also appears that the front of the property may only have a setback of 25 feet.
2. The minimum parking stall requirement is 80% of 9 rooms which is 8 stalls. The size of each parking space shall be at least nine feet wide and not less than one hundred eighty square feet. Occupancy should be contingent on parking.
3. A buffer screening is to be placed around the proposed parking area (19.51.070). This will require the approval of landscaping plans.
4. All areas intended to be utilized as a driveway and for parking shall be surfaced with asphalt or concrete. Parking stalls are to be striped. Permitted cars will have either numbered parking stalls, hanging tags or parking stickers to identify permitted vehicles. A joint use easement will need to be established between the two properties.
5. 1,400 square feet of usable open space is needed for the requirement under 19.21.070 - Lot coverage. Three hundred fifty (350) square feet of usable open space shall be required for each dwelling unit. This contains 4 units. $4 * 350 = 1,400$ square feet.

Usable Open Space. Usable open space is that part of the ground level of a zoning lot, other than in a required front or corner side yard, which is unoccupied by driveways, drive aisles, service drives, off-street parking spaces and/or loading berths and is unobstructed to the sky. This space of minimum prescribed dimension shall be available to all occupants of the building and shall be usable for greenery, drying yards, recreational space, gardening and other leisure activities normally carried on outdoors. Where and to the extent prescribed in these regulations, balconies and roof areas, designed and improved for outdoor activities, may also be considered as usable open space. The usable open space shall be planned as an assemblage or singularly designed area that maximizes the size for open space usage.

There shall be open space drawn into the plans. The plans should reflect the creation of on-site green spaces, and public/private courtyards is encouraged. When possible, plazas, sitting areas, or other public spaces should be incorporated into site plans as amenities to the residents and the public. Trees, trellises or similar shade elements to be designed into a courtyard are encouraged. This will be included in the review and approval by the Urban Forestry Committee (UFC). This shall be approved prior to occupancy.

6. The exterior of the building needs to be consistent when finished. The finished building is to have the same color and material on both the existing and the addition.
7. A Knox box will be placed on the building and approved by the fire department.
8. Adequacy of the utility services for the building will need to be determined by the architect or engineer. This building may need a larger water service to accommodate the increased density.
9. No parking is being shown in the front of the building. The existing driveway shall be removed as shown in the plans. The existing driveway curb cut on Scott Street will need to be replaced to match the existing curb and gutter.
10. Approval by Engineering, Building Inspector, Fire Inspector and other City departments.
11. Any other conditions identified by City Staff or the Plan Commission.

Other

19.51.040 – A Adequate access—Driveways. Adequate access to a public street shall be provided for each parking space, and driveways shall be at least ten feet wide for parking areas for less than ten vehicles, and at least two ten-foot lanes for parking lots for ten or more vehicles.

19.51.040 – C No driveway may be closer than three feet to an abutting property line, except where two adjacent lots have a common driveway then the three-foot minimum distance shall not apply. Common, shared, and cross-access driveways between adjacent lots are permitted, provided that such driveways are established by recorded easement that may not be removed except by approval of the city or as otherwise permitted by law (such as nonconforming use or prescriptive easements).

Chris,

Sorry for the late respond but has been busy lately.

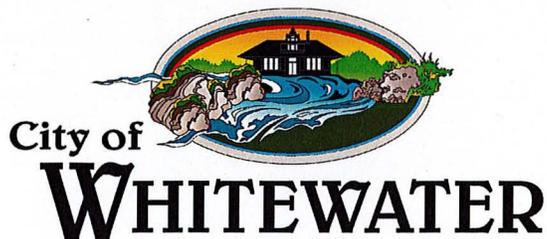
The South Scott Street proposal has a few concerns I see and would like to pass them on to you.

- 1) The lack of Hydrants in that area is a big concern, the only one being at West Scott Street and South Scott Street is on a six inch main down South Scott Street and a two inch main down West Scott Street. The next closest hydrant is on the west side of South Janesville Street and if that was to be used we would have to hand lay through someone's yard and close down Janesville Street. The hydrant on Scott Street is good for about 800 gallons a minute witch would be good for a room fire but not a house fire. A second line would need to be ran for a larger fire in that area. That being if you keep improving the area with larger houses the water system will need to be upgraded. This area had 4 single family homes back a few years ago now 2 of the 4 have huge Addison on them. This area should be upgraded before adding any more fire load in that area.
- 2) The driveway for 361 South Scott Street is only about 6 foot from the neighbors garage on leaving that driveway you can't see to the south, that driveway should be one-way going in only with no exit out of the driveway, or remove the neighbor's garage.
- 3) The narrow roadway with all of the houses on Janesville Street having garages off that Street and adding more cars on this Street with no room for driveways in front of the garages is going to be a problem, also having parking on that narrow Street is a problem now with the few calls we have had on that Street.

4) This area should be looked at very closely and try to find a way to reduce cars in this area or widen the Street and upgrade the hydrant system in this area.

Thanks, Chief Higgins
Whitewater Fire Department

#4



Neighborhood Services Department
*Planning, Zoning, Code Enforcement, GIS
and Building Inspections*

www.whitewater-wi.gov
Telephone: (262) 473-0540

NOTICE OF PUBLIC HEARING

TO ALL INTERESTED PARTIES:

A meeting of the PLAN AND ARCHITECTURAL REVIEW COMMISSION of the City of Whitewater will be held at the Municipal Building, Community Room, located at 312 W. Whitewater Street on the 8th day of April 2019 at 6:00 p.m. to hold a public hearing for a Conditional Use Permit, for the conversion of a two unit (duplex) with five bedrooms in each unit into 4 smaller units, consisting of 2 three-bedroom units, 1 two-bedroom unit and 1 one-bedroom unit (9 total bedrooms) at 353 S. Scott Street, for Land and Water Investments, LLC. (Matthew Kuehl).

The proposal is on file in the office of the Zoning Administrator at 312 W. Whitewater Street and is open to public inspection during office hours Monday through Friday, 8:00 a.m. to 5:00 p.m.

This meeting is open to the public. COMMENTS FOR, OR AGAINST THE PROPOSED PROJECT MAY BE SUBMITTED IN PERSON OR IN WRITING.

For information, call (262) 473-0540


Chris Munz-Pritchard, Neighborhood Services Director/City Planner



Neighborhood Services Department
Planning, Zoning, GIS, Code Enforcement
and Building Inspections

www.whitewater-wi.gov
(262) 473-0143

CONDITIONAL USE PERMIT APPLICATION

Address of Property: 353 S Scott St
Owner's Name: Land + Water Investments
Applicant's Name: "
Mailing Address: 110 N. First St
Phone #: 202-473-7300 Email: matt@keystones.net
Legal Description (Name of Subdivision, Block and Lot of other Legal Descriptions):
See attached

Existing and Proposed Uses:

Current Use of Property: Residential
Zoning District: R-3
Proposed Use: Residential

NOTICE: The Plan Commission meetings are scheduled on the 2nd Monday of the month. All complete plans must be in by 4:00 p.m. four weeks prior to the meeting.

Conditions

The City of Whitewater Zoning Ordinance authorizes the Plan Commission to place conditions on approved conditional uses. "Conditions" such as landscaping, architectural design, type of construction, construction commencement and completion dates, sureties, lighting, fencing, plantation, deed restrictions, highway access restrictions, increased yards or parking requirements may be affected. "Conditional Uses" may be subject to time limits or requirements for periodic review by staff.

APPLICATION REQUIREMENTS

THE FOLLOWING INFORMATION MUST BE SUBMITTED IN ORDER TO CONSIDER THE APPLICATION COMPLETE:

1. Statement of use, including type of business with number of employees by shift.
2. Scaled plot plan with north arrow, showing proposed site and all site dimensions.
3. All buildings and structures: location, height, materials and building elevations.
4. Lighting plan: including location, height, type, orientation of all proposed outdoor lighting -- both on poles and on buildings. Photometric plans may be required.
5. Elevation drawings or illustrations indicating the architectural treatment of all proposed buildings and structures.
6. Off-street parking: locations, layout, dimensions, circulation, landscaped areas, total number of stalls, elevation, curb and gutter.
7. Access: pedestrian, vehicular, service. Points of ingress and egress.
8. Loading: location, dimensions, number of spaces, internal circulation.
9. Landscaping: including location, size and type of all proposed planting materials.
10. Floor plans: of all proposed buildings and structures, including square footage.
11. Signage: location, height, dimensions, color, materials, lighting and copy area.
12. Grading /drainage plan of the proposed site.
13. Waste disposal facilities: storage facilities for the storage of trash and waste materials.
14. Outdoor storage, where permitted in the district: type, location, height of screening devices.

****Four (4) full size, Twenty (20) 11x17, and 1 Electronic Copy (include color where possible) site plan copies, drawn to scale and dimensioned.**

TO BE COMPLETED BY THE NEIGHBORHOOD SERVICES DEPARTMENT

- 1) Application was filed and the paid fee at least four weeks prior to the meeting. **\$100.00 fee** filed on 3-12-19. Received by: J. Wegner Receipt #: 6,014349
fee 3-26-19
- 2) Application is reviewed by staff members.
- 2) Class 1 Notice published in Official Newspaper on 3-28-19.
- 3) Notices of the Public Hearing mailed to property owners on 3-26-19.
- 4) Plan Commission holds the PUBLIC HEARING on 4-8-19. Public comments may also be submitted in person or in writing to City Staff.
- 5) At the conclusion of the Public Hearing, the Plan Commission will make a decision.

ACTION TAKEN:

Condition Use Permit: Granted _____ Not Granted _____ By the Plan and Architectural Review Commission

CONDITIONS PLACED UPON PERMIT BY PLAN AND ARCHITECTURAL REVIEW COMMISSION:

Signature of Plan Commission Chairperson

Date

Tips for Minimizing Your Development Review Costs: A Guide for Applicants

The City of Whitewater assigns its consultant costs associated with reviewing development proposals to the applicant requesting development approval. These costs can vary based on a number of factors. Many of these factors can at least be partially controlled by the applicant for development review. The City recognizes that we are in a time when the need to control costs is at the forefront of everyone's minds. The following guide is intended to assist applicants for City development approvals to understand what they can do to manage and minimize the costs associated with review of their applications. The tips included in this guide will almost always result in a less costly and quicker review of an application.

Meet with Neighborhoods Services Department before submitting an application

If you are planning on submitting an application for development review, one of the first things you should do is have a discussion with the City's Neighborhood Services Department. This can be accomplished either by dropping by the Neighborhood Services Department counter at City Hall, or by making an appointment with the Neighborhood Services Manager / City Planner. Before you make significant investments in your project, the Department can help you understand the feasibility of your proposal, what City plans and ordinances will apply, what type of review process will be required, and how to prepare a complete application.

Submit a complete and thorough application

One of the most important things you can do to make your review process less costly to you is to submit a complete, thorough, and well-organized application in accordance with City ordinance requirements. The City has checklists to help you make sure your application is complete. To help you prepare an application that has the right level of detail and information, assume that the people reviewing the application have never seen your property before, have no prior understanding of what you are proposing, and don't necessarily understand the reasons for your request.

For more complex or technical types of projects, strongly consider working with an experienced professional to help prepare your plans

Experienced professional engineers, land planners, architects, surveyors and landscape architects should be quite familiar with standard development review processes and expectations. They are also generally capable of preparing high-quality plans that will ultimately require less time (i.e., less cost for you) for the City's planning and engineering consultants to review, saving you money in the long run. Any project that includes significant site grading, stormwater management, or utility work; significant landscaping; or significant building remodeling or expansion generally requires professionals in the associated fields to help out.

For simpler projects, submit thorough, legible, and accurate plans

For less complicated proposals, it is certainly acceptable to prepare plans yourself rather than paying to have them prepared by a professional. However, keep in mind that even though the project may be less complex, the City's staff and consultants still need to ensure that your proposal meets all City requirements. Therefore, such plans must be prepared with care. Regardless of the complexity, all site, building, and floor plans should:

1. Be drawn to a recognized scale and indicate what the scale is (e.g., 1 inch = 40 feet).
2. Include titles and dates on all submitted documents in case pieces of your application get separated.
3. Include clear and legible labels that identify streets, existing and proposed buildings, parking areas, and other site improvements.
4. Indicate what the property and improvements look like today versus what is being proposed for the future.
5. Accurately represent and label the dimensions of all lot lines, setbacks, pavement/parking areas, building heights, and any other pertinent project features.
6. Indicate the colors and materials of all existing and proposed site/building improvements.
7. Including color photos with your application is one inexpensive and accurate way to show the current condition of the site. Color catalog pages or paint chips can be included to show the appearance of proposed signs, light fixtures, fences, retaining walls, landscaping features, building materials, or other similar improvements.

Submit your application well in advance of the Plan and Architectural Review Commission meeting

The City normally requires that a complete application be submitted four weeks in advance of the Commission meeting when it will be considered. The further in advance you can submit your application, the better for you and everyone involved in reviewing the project. Additional review time may give the City's consultant staff and staff an opportunity to communicate with you about potential issues with your project or application and allow you time to efficiently address those issues before the Plan and Architectural Review Commission meeting. Be sure to provide reliable contact information on your application form and be available to respond to such questions or requests in a timely manner.

For more complex projects, submit your project for conceptual review

A conceptual review can be accomplished in several ways depending on the nature of your project and your desired outcomes.

1. Preliminary plans may be submitted to City staff and/or planning consultant for a quick, informal review. This will allow you to gauge initial reactions to your proposal and help you identify key issues;
2. You may request a sit-down meeting with the Neighborhood Services Manager/ City Planner to review and more thoroughly discuss your proposal; and/or

3. You can ask to be placed on a Plan and Architectural Review Commission meeting agenda to present and discuss preliminary plans with the Commission and gauge its reaction before formally submitting your development review application.

Overall, conceptual reviews almost always save time, money, stress, and frustration in the long run for everyone involved. For this reason, the City will absorb up to \$200 in consultant review costs for conceptual review of each project.

Hold a neighborhood meeting for larger and potentially more controversial Projects

If you believe your project falls into one or both of these two categories (City staff can help you decide), one way to help the formal development review process go more smoothly is to host a meeting for the neighbors and any other interested members of the community. This would happen before any Plan and Architectural Review Commission meeting and often before you even submit a formal development review application.

A neighborhood meeting will give you an opportunity to describe your proposal, respond to questions and concerns, and generally address issues in an environment that is less formal and potentially less emotional than a Plan and Architectural Review Commission meeting. Neighborhood meetings can help you build support for your project, understand others' perspectives on your proposals, clarify misunderstandings, and modify the project and alleviate public concerns before the Plan and Architectural Review Commission meetings. Please notify the Neighborhood Services Manager / City Planner of your neighborhood meeting date, time, and place; make sure all neighbors are fully aware (City staff can provide you a mailing list at no charge); and document the outcomes of the meeting to include with your application.

Typical City Planning Consultant Development Review Costs

The City often utilizes assistance from a planning consultant to analyze requests for land development approvals against City plans and ordinances and assist the City's Plan and Architectural Review Commission and City Council on decision making. Because it is the applicant who is generating the need for the service, the City's policy is to assign most consultant costs associated with such review to the applicant, as opposed to asking the general taxpayer to cover these costs.

The development review costs provided below represent the planning consultant's range of costs associated with each particular type of development review. This usually involves some initial analysis of the application well before the public meeting date, communication with the applicant at that time if there are key issues to resolve before the meeting, further analysis and preparation of a written report the week before the meeting, meeting attendance, and sometimes minor follow-up after the meeting. Costs vary depending on a wide range of factors, including the type of application, completeness and clarity of the development application, the size and complexity of the proposed development, the degree of cooperation from the applicant for further information, and the level of community interest. The City has a guide called "Tips for Minimizing Your Development Review Costs" with information on how the applicant can help control costs.

Type of Development Review Being Requested	Planning Consultant Review Cost Range
Minor Site/Building Plan (e.g., minor addition to building, parking lot expansion, small apartment, downtown building alterations)	
When land use is a permitted use in the zoning district, and for minor downtown building alterations	Up to \$600
When use also requires a conditional use permit, and for major downtown building alterations	\$700 to \$1,500
Major Site/Building Plan (e.g., new gas station/convenience store, new restaurant, supermarket, larger apartments, industrial building)	
When land use is a permitted use in the zoning district	\$700 to \$2,000
When land use also requires a conditional use permit	\$1,600 to \$12,000
Conditional Use Permit with no Site Plan Review (e.g., home occupation, sale of liquor request, substitution of use in existing building)	Up to \$600
Rezoning	
To a standard (not PCD) zoning district	\$400 to \$2,000
To Planned Community Development zoning district, assuming complete GDP & SIP application submitted at same time	\$2,100 to \$12,000
Land Division	
Certified Survey Map	Up to \$300
Preliminary Subdivision Plat	\$1,500 to \$3,000
Final Plat (does not include any development agreement time)	\$500 to \$1,500
Annexation	\$200 to \$400

****Note:** The City also retains a separate engineering consultant, who is typically involved in larger projects requiring stormwater management plans, major utility work, or complex parking or road access plans. Engineering costs are not included above, but will also be assigned to the development review applicant. The consultant planner and engineer closely coordinate their reviews to control costs.

Cost Recovery Certificate and Agreement

The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, and recreation specialists) to assist in the City's review of an application for development review coming before the Plan and Architectural Review Commission, Board of Zoning Appeals, and/or Common Council. In fact, most applications require some level of review by the City's planning consultant. City of Whitewater staff shall retain sole discretion in determining when and to what extent it is necessary to involve a professional consultant in the review of an application.

The submittal of an application or petition for development review by an applicant shall be construed as an agreement to pay for such professional review services associated with the application or petition. The City may apply the charges for these services to the applicant and/or property owner in accordance with this agreement. The City may delay acceptance of an application or petition (considering it incomplete), or may delay final action or approval of the associated proposal, until the applicant pays such fees or the specified percentage thereof. Development review fees that are assigned to the applicant, but that are not actually paid, may then be imposed by the City as a special charge on the affected property.

Section A: Background Information

----- To be filled out by the Applicant/Property Owner -----

Name of Applicant: Land + Water Investments

Applicant's Mailing Address: 110 N. First St
Whitewater, WI 53147

Applicant's Phone Number: 262-~~473~~ 473-7300

Applicant's Email Address: matt@keystone.ris.net

Project Information:

Name/Description of Development: 353 S. Scott

Address of Development Site: "

Tax Key Number(s) of Site: R 00009

Property Owner Information (if different from applicant):

Name of Property Owner: _____

Property Owner's Mailing Address: _____

Section B: Applicant/Property Owner Cost Obligations

----- To be filled out by the Neighborhood Services Department -----

Under this agreement, the applicant shall be responsible for the costs indicated below. In the event the applicant fails to pay such costs, the responsibility shall pass to the property owner, if different. Costs may exceed those agreed to herein only by mutual agreement of the applicant, property owner, and City. If and when the City believes that actual costs incurred will exceed those listed below, for reasons not anticipated at the time of application or under the control of the City administration or consultants, the Neighborhood Services Director or his agent shall notify the applicant and property owner for their approval to exceed such initially agreed costs. If the applicant and property owner do not approve such additional costs, the City may, as permitted by law, consider the application withdrawn and/or suspend or terminate further review and consideration of the development application. In such case, the applicant and property owner shall be responsible for all consultant costs incurred up until that time.

- A. Application Fee.....\$ _____
- B. Expected Planning Consultant Review Cost\$ _____
- C. Total Cost Expected of Applicant (A+B)\$ _____
- D. 25% of Total Cost, Due at Time of Application.....\$ _____

E. Project Likely to Incur Additional Engineering or Other Consultant Review Costs? < Yes < No

The balance of the applicant's costs, not due at time of application, shall be payable upon applicant receipt of one or more itemized invoices from the City. If the application fee plus actual planning and engineering consultant review costs end up being less than the 25% charged to the applicant at the time of application, the City shall refund the difference to the applicant.

Section C: Agreement Execution

----- To be filled out by the Applicant and Property Owner -----

The undersigned applicant and property owner agree to reimburse the City for all costs directly or indirectly associated with the consideration of the applicant's proposal as indicated in this agreement, with 25% of such costs payable at the time of application and the remainder of such costs payable upon receipt of one or more invoices from the City following the execution of development review services associated with the application.



Signature of Applicant/Petitioner

Matt Schulz

Printed Name of Applicant/Petitioner

3/11/19

Date of Signature

Signature of Property Owner (if different)

Printed Name of Property Owner (if different)

Date of Signature

NARRATIVE

353 S. Scott Four Unit

This project represents our first step on an effort to reposition our properties on Scott Street to be more attractive to the general (non-student) rental community.

Our experience has been that the demand for non-student rentals has become very high. Many non-student renters are unable to find adequate housing to fit their needs, which is driving many of them to other communities. At the same time, the demand for student rentals has dipped in recent years as enrollment has declined and more units have come on the market. Therefore, we have determined that it is important to increase the supply of non-student rentals in Whitewater. We have also determined that our location on Scott Street is uniquely positioned to serve the non-student rental market. For that reason, we are seeking to identify properties that can be redesigned to serve both the student and non-student markets.

Our property at 353 S. Scott Street is currently approved for duplex that consists of 2 five bedroom units (10 total beds). We are now proposing an alternative design that would contain a smaller total footprint, utilizing less impervious surface. The makeup of the building would contain four smaller units, consisting of 9 total beds, consisting of 2 three bed units, 1 two bed unit, and 1 one bed unit. So, this plan would reduce the bed count of the building by one bed.

The exterior of the building would be LP smartboard siding, which is the same material used by the neighboring properties. The landscape plan is depicted in the drawing(s) included with this narrative. Our primary intent is to include landscaping that compliments the improved design of the building by providing a picturesque lot, with sufficient green and open space, while allowing the building to remain the center of attention.

The parking plan is also depicted in the drawings. Of note, we have submitted a plan to the City to redesign the parking in this neighborhood. This plan would involve a slight variation of that plan. However, because this is a smaller building than the original building proposed, total disturbed surface area and the total impervious surface area would be smaller, so there would be no increase in storm water runoff calculations.

The end result would be a newer, more modern building that enhances the surrounding neighborhood and contains units that would be equally attractive to both students and non-students. This project would be one step in our long term plan to reposition this neighborhood to be attractive for non-student rentals.

DUPLEX ADDITION PLAN



WEST ELEVATION



NORTH ELEVATION

**PRELIMINARY ONLY -
NOT FOR CONSTRUCTION**

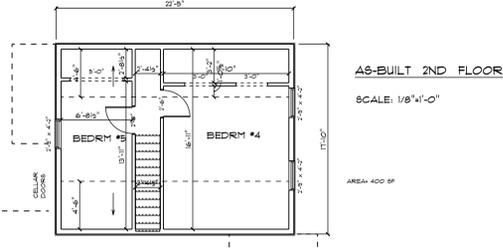
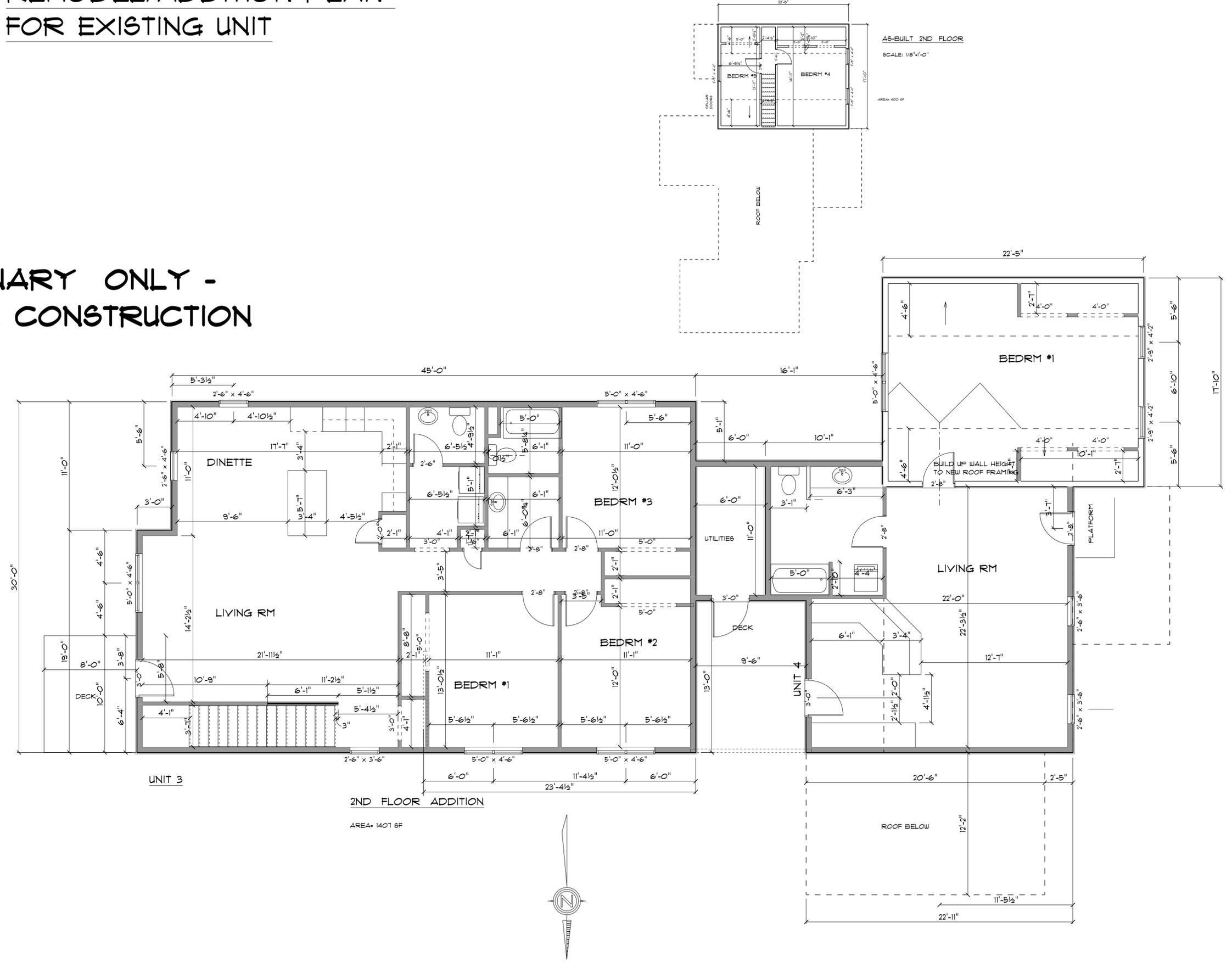
REVISIONS:
12-20-17:
Preliminary
3-4-19:
Preliminary

ADDITION/REMODEL FOR:
353 SCOTT ST, WHITEWATER
KEystone GROUP

SCALE: 1/4"=1'-0"	SHEET TITLE:	DRAWN BY: STEFANIE STIEB
SHEET NUMBER		
1 OF 3		
DATE		
3/4/19		

REMODEL/ADDITION PLAN FOR EXISTING UNIT

PRELIMINARY ONLY -
NOT FOR CONSTRUCTION

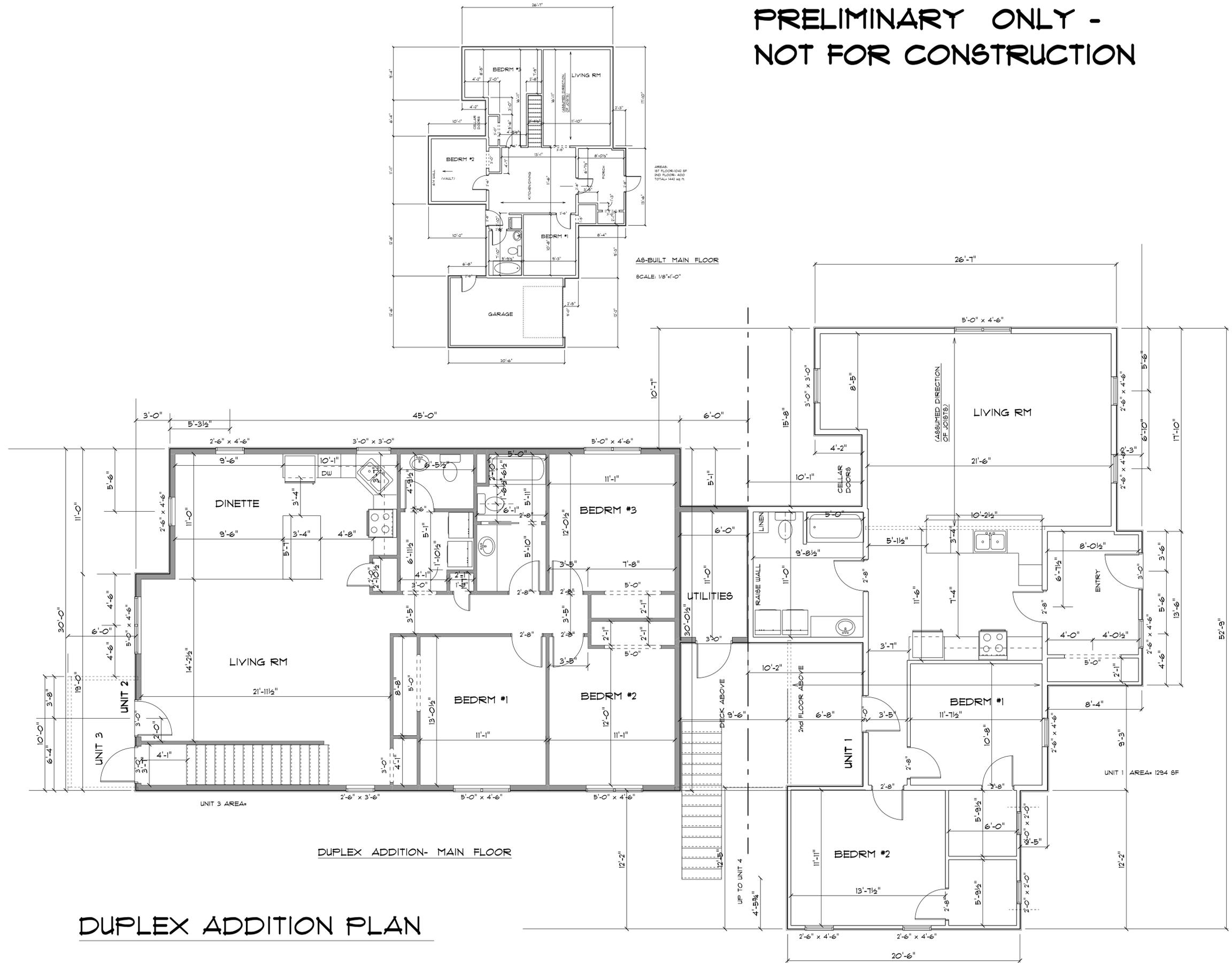


REVISIONS:
12-20-17:
Preliminary
3-4-19:
Preliminary

ADDITION/REMODEL FOR:
353 SCOTT ST, WHITEWATER
KEystone GROUP

SCALE: 1/4"=1'-0"
SHEET TITLE:
DRAWN BY: STEFANIE STIEB
SHEET NUMBER
2 OF 3
DATE
3/4/19

**PRELIMINARY ONLY -
NOT FOR CONSTRUCTION**



DUPLEX ADDITION PLAN

DUPLEX ADDITION- MAIN FLOOR

AS-BUILT MAIN FLOOR
SCALE: 1/8"=1'-0"

AREA:
1ST FLOOR: 1042 SF
2ND FLOOR: 600 SF
TOTAL: 1642 SF

UNIT 1 AREA: 1294 SF

ADDITION/REMODEL FOR:
353 SCOTT ST, WHITEWATER
KEYSTONE GROUP

SCALE: 1/4"=1'-0"
SHEET TITLE:
DRAWN BY: STEFANIE STIEB
SHEET NUMBER
3 OF 3
DATE
3/4/19

REVISIONS:
12-20-17:
Preliminary
3-4-19:
Preliminary

MEMORANDUM

To: City of Whitewater Plan and Architectural Review Commission
From: Chris Munz-Pritchard City Planner
Date: April 8, 2019
Re: **Item # 5** Proposed conversion from a duplex to a four dwelling unit at 361 Scott Street (/K 00011) for Land and Water Investments (Matt Kuehl).

Summary of Request	
Requested Approvals:	Proposed conversion of a duplex into a four dwelling unit
Location:	361 Scott Street, tax ID /K 00011
Current Land Use:	Duplex (two units)
Proposed Land Use:	Convert to a four unit.
Current Zoning:	R-3 Multifamily Residence District

Description of the Proposal:

The proposed project requires a Conditional Use in Section 19.21.030 of the R-3 Multi Family Residence zoning district which reads;

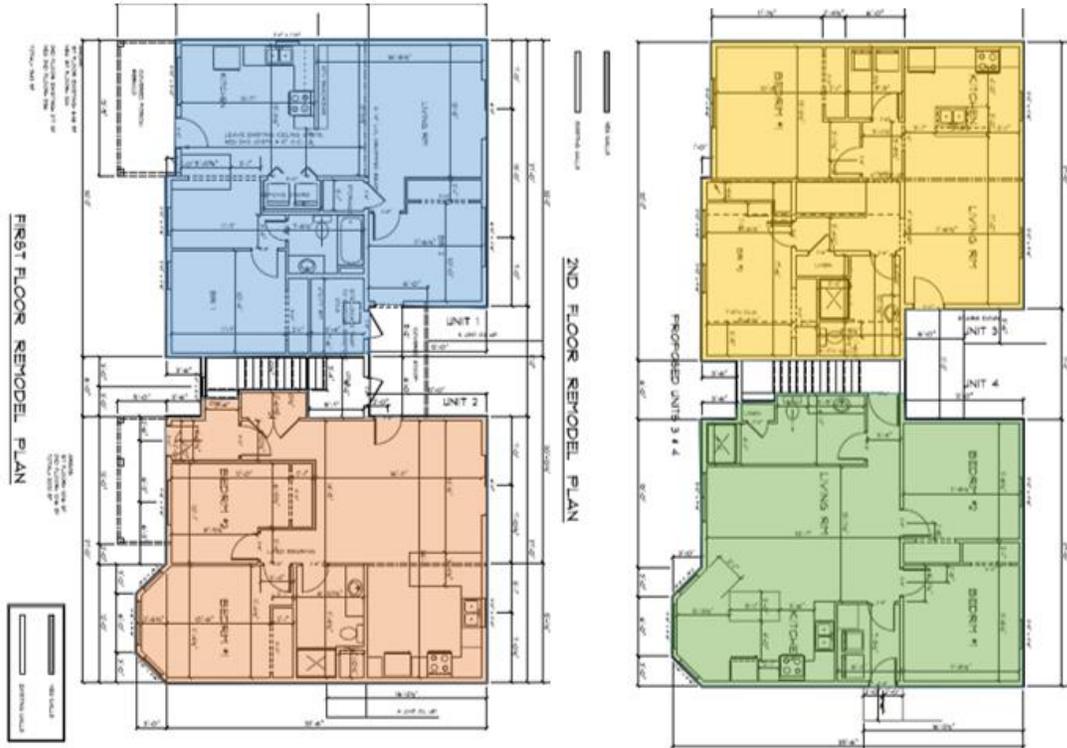
G. Conversions of existing structures resulting in more dwelling units,

This proposal is the conversion of a Two Unit (duplex) home into four units. The duplex was review and approved at the Plan and Architectural Review Commission on December 10, 2012.



The renovation is to take place in the foot print of the existing building, no add on to the existing foot print is being proposed. The proposed four unit project is two stories. The first

floor with have two units (blue and red). The blue unit will have two (2) bedrooms, and the red is a two (2) bedroom. The second floor will have two units (green and yellow). The green unit is a two (2) bedroom and the blue unit is a two (2) bedroom. This is a totals of eight (8) bedroom for this proposal. The current building has ten (10) bedrooms.



The minimum usable floor area in each dwelling unit shall have the following (19.57.130):

Multifamily:	Minimum Usable Floor Area
One-bedroom apartment	500 square feet
Two-bedroom apartment	800 square feet
Three or more bedroom apartment	1,000 square feet

The proposed parking plan for Franklin Crossing located on Scott Street will provide the parking in the rear of the building. The parking plan shall establish an access and parking easements for all properties that utilize the Franklin Crossing parking.

The minimum lot area in the R-3 district is 15,000 square feet. The lot sits an estimated 17,424 square feet according to Walworth County GIS. The yard requirements (19.21.060) is thirty (30) feet in the front, fifteen (15) feet on the sides and thirty (30) feet in the rear. The plans turned in for 361 S. Scott Street has setbacks (building envelope) for this property. It appears that the front of the property maybe nonconforming. After reviewing the city file for tax ID /K 00011, during the 2012 CUP approval the average

street yard setback was applied. Here is what it said in the 10-12-2012 planners report stated:

The existing single family home is 20 feet 10.5 inches from the front property line. The proposed addition will meet the current setback of 20 feet 10.5 inches. The R-3 Zoning District front yard setback is 30 feet. The Plan Commission may allow the applicant to decrease the setback requirement without a variance through the conditional use permit process.

According to City Code Section 19.06.180 – Average Street Yards:

A property owner may decrease the required street yard in any residential or business district to the average of the existing street yards of the adjacent structures on each side. Where the setback of existing adjacent structures is greater than setbacks required by this code, the setback for the intervening lot shall be determined by the average of the setback of the structures on each side. On corner lots, the required setback shall be determined by averaging the setback of the adjacent structure with the required setback of the district in which it is located. The setback of any structure may be increased or decreased by a conditional use permit if there are substantial reasons to vary from the requirements of the district.

The average front yard setback would be 27 feet 11.25 inches. This is determined using the northeast neighboring structure and the setback of the district. This property is not technically a corner lot. The southwest adjacent structure is a detached accessory garage for a property fronting another street. The adjacent detached accessory structure cannot be used in an average setback calculation, only a principle structure or an attached garage to a principal structure may be used. All other setback requirements have been met.

Multifamily dwelling units in the R-3 require one hundred (100) feet for lot width. This lot is 104 feet at the street yard. Maximum Impervious Surface will require stormwater engineering approval for the follow reasons:

- This project is in an area of the City known to have drainage concerns (Basin15).
- Scott Street was essentially designed as an alley way. Per the September 11, 2017 Conditional Use Permit for 329 S Scott Street. A joint parking lot is to be constructed for ingress and egress out to Franklin Street. The plans are to be approved within 18 months (March 2019) and the construction be completed within 18 months (October 2020) after the plans are approved. Parking at 353 S Scott Street is in direct correlation with the joint parking requirements for 329 S Scott Street.

PLANNER'S RECOMMENDATIONS:

I recommend that the Plan and Architectural Review Commission recommend approval of the proposed conversion, subject to the findings presented below.

1. The minimum parking stall requirement is 80% of 8 rooms which is 7 stalls. The size of each parking space shall be at least nine feet wide and not less than one hundred eighty square feet. Occupancy should be contingent on parking.
2. A buffer screening is to be placed around the proposed parking area (19.51.070). This will require the approval of landscaping plans.
3. All areas intended to be utilized as a driveway shall be surfaced with asphalt or concrete. Parking stalls are to be striped. Permitted cars will have either numbered parking stalls, hanging tags or parking stickers to identify permitted vehicles. A joint use easement will need to be established between the two properties.
4. 1,400 square feet of usable open space is need for the requirement under 19.21.070 - Lot coverage. Three hundred fifty (350) square feet of usable open space shall be required for each dwelling unit. This contains 4 units. $4 * 350 = 1,400$ square feet.

Usable Open Space. Usable open space is that part of the ground level of a zoning lot, other than in a required front or corner side yard, which is unoccupied by driveways, drive aisles, service drives, off-street parking spaces and/or loading berths and is unobstructed to the sky. This space of minimum prescribed dimension shall be available to all occupants of the building and shall be usable for greenery, drying yards, recreational space, gardening and other leisure activities normally carried on outdoors. Where and to the extent prescribed in these regulations, balconies and roof areas, designed and improved for outdoor activities, may also be considered as usable open space. The usable open space shall be planned as an assemblage or singularly designed area that maximizes the size for open space usage.

There shall be open space drawn into the plans. The plans should reflect the creation of on-site green spaces and public/private courtyards is encouraged. When possible, plazas, sitting areas, or other public spaces should be incorporated into site plans as amenities to the residents and the public. Trees, trellises or similar shade elements to be designed into a courtyard are encouraged. This will be included in the review and approval by the Urban Forestry Committee (UFC). This shall be approved prior to occupancy.

5. The exterior of the building is to remain consistently finished. The building currently has the same color and material on both the existing and the addition.
6. A Knox box will be placed on the building and approved by the fire department.
7. Adequacy of the utility services for the building will need to be determined by the architect or engineer. This building may need a larger water service to accommodate the increased density.
8. Approval by Engineering, Building Inspector, Fire Inspector and other City departments.
9. Any other conditions identified by City Staff or the Plan Commission.

Other

Chris,

Sorry for the late respond but has been busy lately.

The South Scott Street proposal has a few concerns I see and would like to pass them on to you.

- 1) The lack of Hydrants in that area is a big concern, the only one being at West Scott Street and South Scott Street is on a six inch main down South Scott Street and a two inch main down West Scott Street. The next closest hydrant is on the west side of South Janesville Street and if that was to be used we would have to hand lay through someone's yard and close down Janesville Street. The hydrant on Scott Street is good for about 800 gallons a minute which would be good for a room fire but not a house fire. A second line would need to be ran for a larger fire in that area. That being if you keep improving the area with larger houses the water system will need to be upgraded. This area had 4 single family homes back a few years ago now 2 of the 4 have huge Addison on them. This area should be upgraded before adding any more fire load in that area.
- 2) The driveway for 361 South Scott Street is only about 6 foot from the neighbors garage on leaving that driveway you can't see to the south, that driveway should be one-way going in only with no exit out of the driveway, or remove the neighbor's garage.
- 3) The narrow roadway with all of the houses on Janesville Street having garages off that Street and adding more cars on this Street with no room for driveways in front of the garages is going to be a problem, also having parking on that narrow Street is a problem now with the few calls we have had on that Street.

4) This area should be looked at very closely and try to find a way to reduce cars in this area or widen the Street and upgrade the hydrant system in this area.

Thanks, Chief Higgins
Whitewater Fire Department



Neighborhood Services Department
*Planning, Zoning, Code Enforcement, GIS
 and Building Inspections*

www.whitewater-wi.gov
 Telephone: (262) 473-0540

NOTICE OF PUBLIC HEARING

TO ALL INTERESTED PARTIES:

A meeting of the PLAN AND ARCHITECTURAL REVIEW COMMISSION of the City of Whitewater will be held at the Municipal Building, Community Room, located at 312 W. Whitewater Street on the 8th day of April 2019 at 6:00 p.m. to hold a public hearing for a Conditional Use Permit, for the conversion of a duplex (2 five bedroom units) into 4 two-bedroom units (8 total bedrooms) at 361/365 S. Scott Street, for Land and Water Investments, LLC. (Matthew Kuehl).

The proposal is on file in the office of the Zoning Administrator at 312 W. Whitewater Street and is open to public inspection during office hours Monday through Friday, 8:00 a.m. to 5:00 p.m.

This meeting is open to the public. COMMENTS FOR, OR AGAINST THE PROPOSED PROJECT MAY BE SUBMITTED IN PERSON OR IN WRITING.

For information, call (262) 473-0540


 Chris Munz-Pritchard, Neighborhood Services Director/City Planner



Neighborhood Services Department
Planning, Zoning, GIS, Code Enforcement
and Building Inspections

www.whitewater-wi.gov
(262) 473-0143

CONDITIONAL USE PERMIT APPLICATION

Address of Property: 301-305 S. Scott St

Owner's Name: Land & Water Investments

Applicant's Name: "

Mailing Address: 110 N. First St

Phone #: 262-473-7300 Email: matt@keystoneres.net

Legal Description (Name of Subdivision, Block and Lot of other Legal Descriptions): _____

Existing and Proposed Uses:

Current Use of Property: Residential

Zoning District: R-3

Proposed Use: Residential

NOTICE: The Plan Commission meetings are scheduled on the 2nd Monday of the month. All complete plans must be in by 4:00 p.m. four weeks prior to the meeting.

Conditions

The City of Whitewater Zoning Ordinance authorizes the Plan Commission to place conditions on approved conditional uses. "Conditions" such as landscaping, architectural design, type of construction, construction commencement and completion dates, sureties, lighting, fencing, plantation, deed restrictions, highway access restrictions, increased yards or parking requirements may be affected. "Conditional Uses" may be subject to time limits or requirements for periodic review by staff.

APPLICATION REQUIREMENTS

THE FOLLOWING INFORMATION MUST BE SUBMITTED IN ORDER TO CONSIDER THE APPLICATION COMPLETE:

1. Statement of use, including type of business with number of employees by shift.
2. Scaled plot plan with north arrow, showing proposed site and all site dimensions.
3. All buildings and structures: location, height, materials and building elevations.
4. Lighting plan: including location, height, type, orientation of all proposed outdoor lighting – both on poles and on buildings. Photometric plans may be required.
5. Elevation drawings or illustrations indicating the architectural treatment of all proposed buildings and structures.
6. Off-street parking: locations, layout, dimensions, circulation, landscaped areas, total number of stalls, elevation, curb and gutter.
7. Access: pedestrian, vehicular, service. Points of ingress and egress.
8. Loading: location, dimensions, number of spaces, internal circulation.
9. Landscaping: including location, size and type of all proposed planting materials.
10. Floor plans: of all proposed buildings and structures, including square footage.
11. Signage: location, height, dimensions, color, materials, lighting and copy area.
12. Grading /drainage plan of the proposed site.
13. Waste disposal facilities: storage facilities for the storage of trash and waste materials.
14. Outdoor storage, where permitted in the district: type, location, height of screening devices.

****Four (4) full size, Twenty (20) 11x17, and 1 Electronic Copy (include color where possible) site plan copies, drawn to scale and dimensioned.**

STANDARDS FOR REVIEW AND APPROVAL

The Plan and Architectural Commission shall use the following standards when reviewing applications for conditional uses. The applicant is required to fill out the following items and explain how the proposed conditional use will meet the standard for approval.

STANDARD	APPLICANT'S EXPLANATION
A. That the establishment, maintenance, or operation of the Conditional Use will not create a nuisance for neighboring uses or substantially reduce value of other property.	<i>Correct</i>
B. That utilities, access roads, parking, drainage, landscaping, and other necessary site improvements are being provided.	<i>Correct</i>
C. That the conditional use conforms to all applicable regulations of the district in which it is located, unless otherwise specifically exempted by this ordinance.	<i>Correct</i>
D. That the conditional use conforms to the purpose and intent of the city Master Plan.	<i>Correct</i>

**Refer to Chapter 19.66 of the City of Whitewater Municipal Code, entitled CONDITIONAL USES, for more information.

Applicant's Signature: *Matt K* Date: *3/14/19*

Printed: *Matt K*

TO BE COMPLETED BY THE NEIGHBORHOOD SERVICES DEPARTMENT

- 1) Application was filed and the paid fee at least four weeks prior to the meeting. \$100.00 fee filed on 3-12-19. Received by: J. Wegner Receipt #: 6,014348
fee 3-26-19
- 2) Application is reviewed by staff members.
- 2) Class 1 Notice published in Official Newspaper on 3-28-19.
- 3) Notices of the Public Hearing mailed to property owners on 3-26-19.
- 4) Plan Commission holds the PUBLIC HEARING on 4-8-19. Public comments may also be submitted in person or in writing to City Staff.
- 5) At the conclusion of the Public Hearing, the Plan Commission will make a decision.

ACTION TAKEN:

Condition Use Permit: Granted _____ Not Granted _____ By the Plan and Architectural Review Commission

CONDITIONS PLACED UPON PERMIT BY PLAN AND ARCHITECTURAL REVIEW COMMISSION:

Signature of Plan Commission Chairperson

Date

Tips for Minimizing Your Development Review Costs: A Guide for Applicants

The City of Whitewater assigns its consultant costs associated with reviewing development proposals to the applicant requesting development approval. These costs can vary based on a number of factors. Many of these factors can at least be partially controlled by the applicant for development review. The City recognizes that we are in a time when the need to control costs is at the forefront of everyone's minds. The following guide is intended to assist applicants for City development approvals to understand what they can do to manage and minimize the costs associated with review of their applications. The tips included in this guide will almost always result in a less costly and quicker review of an application.

Meet with Neighborhoods Services Department before submitting an application

If you are planning on submitting an application for development review, one of the first things you should do is have a discussion with the City's Neighborhood Services Department. This can be accomplished either by dropping by the Neighborhood Services Department counter at City Hall, or by making an appointment with the Neighborhood Services Manager / City Planner. Before you make significant investments in your project, the Department can help you understand the feasibility of your proposal, what City plans and ordinances will apply, what type of review process will be required, and how to prepare a complete application.

Submit a complete and thorough application

One of the most important things you can do to make your review process less costly to you is to submit a complete, thorough, and well-organized application in accordance with City ordinance requirements. The City has checklists to help you make sure your application is complete. To help you prepare an application that has the right level of detail and information, assume that the people reviewing the application have never seen your property before, have no prior understanding of what you are proposing, and don't necessarily understand the reasons for your request.

For more complex or technical types of projects, strongly consider working with an experienced professional to help prepare your plans

Experienced professional engineers, land planners, architects, surveyors and landscape architects should be quite familiar with standard development review processes and expectations. They are also generally capable of preparing high-quality plans that will ultimately require less time (i.e., less cost for you) for the City's planning and engineering consultants to review, saving you money in the long run. Any project that includes significant site grading, stormwater management, or utility work; significant landscaping; or significant building remodeling or expansion generally requires professionals in the associated fields to help out.

For simpler projects, submit thorough, legible, and accurate plans

For less complicated proposals, it is certainly acceptable to prepare plans yourself rather than paying to have them prepared by a professional. However, keep in mind that even though the project may be less complex, the City's staff and consultants still need to ensure that your proposal meets all City requirements. Therefore, such plans must be prepared with care. Regardless of the complexity, all site, building, and floor plans should:

1. Be drawn to a recognized scale and indicate what the scale is (e.g., 1 inch = 40 feet).
2. Include titles and dates on all submitted documents in case pieces of your application get separated.
3. Include clear and legible labels that identify streets, existing and proposed buildings, parking areas, and other site improvements.
4. Indicate what the property and improvements look like today versus what is being proposed for the future.
5. Accurately represent and label the dimensions of all lot lines, setbacks, pavement/parking areas, building heights, and any other pertinent project features.
6. Indicate the colors and materials of all existing and proposed site/building improvements.
7. Including color photos with your application is one inexpensive and accurate way to show the current condition of the site. Color catalog pages or paint chips can be included to show the appearance of proposed signs, light fixtures, fences, retaining walls, landscaping features, building materials, or other similar improvements.

Submit your application well in advance of the Plan and Architectural Review Commission meeting

The City normally requires that a complete application be submitted four weeks in advance of the Commission meeting when it will be considered. The further in advance you can submit your application, the better for you and everyone involved in reviewing the project. Additional review time may give the City's consultant staff and staff an opportunity to communicate with you about potential issues with your project or application and allow you time to efficiently address those issues before the Plan and Architectural Review Commission meeting. Be sure to provide reliable contact information on your application form and be available to respond to such questions or requests in a timely manner.

For more complex projects, submit your project for conceptual review

A conceptual review can be accomplished in several ways depending on the nature of your project and your desired outcomes.

1. Preliminary plans may be submitted to City staff and/or planning consultant for a quick, informal review. This will allow you to gauge initial reactions to your proposal and help you identify key issues;
2. You may request a sit-down meeting with the Neighborhood Services Manager/ City Planner to review and more thoroughly discuss your proposal; and/or

3. You can ask to be placed on a Plan and Architectural Review Commission meeting agenda to present and discuss preliminary plans with the Commission and gauge its reaction before formally submitting your development review application.

Overall, conceptual reviews almost always save time, money, stress, and frustration in the long run for everyone involved. For this reason, the City will absorb up to \$200 in consultant review costs for conceptual review of each project.

Hold a neighborhood meeting for larger and potentially more controversial Projects

If you believe your project falls into one or both of these two categories (City staff can help you decide), one way to help the formal development review process go more smoothly is to host a meeting for the neighbors and any other interested members of the community. This would happen before any Plan and Architectural Review Commission meeting and often before you even submit a formal development review application.

A neighborhood meeting will give you an opportunity to describe your proposal, respond to questions and concerns, and generally address issues in an environment that is less formal and potentially less emotional than a Plan and Architectural Review Commission meeting. Neighborhood meetings can help you build support for your project, understand others' perspectives on your proposals, clarify misunderstandings, and modify the project and alleviate public concerns before the Plan and Architectural Review Commission meetings. Please notify the Neighborhood Services Manager / City Planner of your neighborhood meeting date, time, and place; make sure all neighbors are fully aware (City staff can provide you a mailing list at no charge); and document the outcomes of the meeting to include with your application.

Typical City Planning Consultant Development Review Costs

The City often utilizes assistance from a planning consultant to analyze requests for land development approvals against City plans and ordinances and assist the City's Plan and Architectural Review Commission and City Council on decision making. Because it is the applicant who is generating the need for the service, the City's policy is to assign most consultant costs associated with such review to the applicant, as opposed to asking the general taxpayer to cover these costs.

The development review costs provided below represent the planning consultant's range of costs associated with each particular type of development review. This usually involves some initial analysis of the application well before the public meeting date, communication with the applicant at that time if there are key issues to resolve before the meeting, further analysis and preparation of a written report the week before the meeting, meeting attendance, and sometimes minor follow-up after the meeting. Costs vary depending on a wide range of factors, including the type of application, completeness and clarity of the development application, the size and complexity of the proposed development, the degree of cooperation from the applicant for further information, and the level of community interest. The City has a guide called "Tips for Minimizing Your Development Review Costs" with information on how the applicant can help control costs.

Type of Development Review Being Requested	Planning Consultant Review Cost Range
Minor Site/Building Plan (e.g., minor addition to building, parking lot expansion, small apartment, downtown building alterations)	
When land use is a permitted use in the zoning district, and for minor downtown building alterations	Up to \$600
When use also requires a conditional use permit, and for major downtown building alterations	\$700 to \$1,500
Major Site/Building Plan (e.g., new gas station/convenience store, new restaurant, supermarket, larger apartments, industrial building)	
When land use is a permitted use in the zoning district	\$700 to \$2,000
When land use also requires a conditional use permit	\$1,600 to \$12,000
Conditional Use Permit with no Site Plan Review (e.g., home occupation, sale of liquor request, substitution of use in existing building)	Sup to \$600
Rezoning	
To a standard (not PCD) zoning district	\$400 to \$2,000
To Planned Community Development zoning district, assuming complete GDP & SIP application submitted at same time	\$2,100 to \$12,000
Land Division	
Certified Survey Map	Up to \$300
Preliminary Subdivision Plat	\$1,500 to \$3,000
Final Plat (does not include any development agreement time)	\$500 to \$1,500
Annexation	\$200 to \$400

****Note:** The City also retains a separate engineering consultant, who is typically involved in larger projects requiring stormwater management plans, major utility work, or complex parking or road access plans. Engineering costs are not included above, but will also be assigned to the development review applicant. The consultant planner and engineer closely coordinate their reviews to control costs.

Cost Recovery Certificate and Agreement

The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, and recreation specialists) to assist in the City's review of an application for development review coming before the Plan and Architectural Review Commission, Board of Zoning Appeals, and/or Common Council. In fact, most applications require some level of review by the City's planning consultant. City of Whitewater staff shall retain sole discretion in determining when and to what extent it is necessary to involve a professional consultant in the review of an application.

The submittal of an application or petition for development review by an applicant shall be construed as an agreement to pay for such professional review services associated with the application or petition. The City may apply the charges for these services to the applicant and/or property owner in accordance with this agreement. The City may delay acceptance of an application or petition (considering it incomplete), or may delay final action or approval of the associated proposal, until the applicant pays such fees or the specified percentage thereof. Development review fees that are assigned to the applicant, but that are not actually paid, may then be imposed by the City as a special charge on the affected property.

Section A: Background Information

----- To be filled out by the Applicant/Property Owner -----

Name of Applicant: Land & Water Investments

Applicant's Mailing Address: 110 N. First St
Whitewater, WI 53190

Applicant's Phone Number: 262-473-7300

Applicant's Email Address: matt@kaysdoveris.net

Project Information:

Name/Description of Development: 301-305 S. Scott St

Address of Development Site: 11

Tax Key Number(s) of Site: 1K 00011

Property Owner Information (if different from applicant):

Name of Property Owner: _____

Property Owner's Mailing Address: _____

Section B: Applicant/Property Owner Cost Obligations

----- To be filled out by the Neighborhood Services Department -----

Under this agreement, the applicant shall be responsible for the costs indicated below. In the event the applicant fails to pay such costs, the responsibility shall pass to the property owner, if different. Costs may exceed those agreed to herein only by mutual agreement of the applicant, property owner, and City. If and when the City believes that actual costs incurred will exceed those listed below, for reasons not anticipated at the time of application or under the control of the City administration or consultants, the Neighborhood Services Director or his agent shall notify the applicant and property owner for their approval to exceed such initially agreed costs. If the applicant and property owner do not approve such additional costs, the City may, as permitted by law, consider the application withdrawn and/or suspend or terminate further review and consideration of the development application. In such case, the applicant and property owner shall be responsible for all consultant costs incurred up until that time.

- A. Application Fee.....\$ _____
- B. Expected Planning Consultant Review Cost\$ _____
- C. Total Cost Expected of Applicant (A+B)\$ _____
- D. 25% of Total Cost, Due at Time of Application.....\$ _____

E. Project Likely to Incur Additional Engineering or Other Consultant Review Costs? < Yes < No

The balance of the applicant's costs, not due at time of application, shall be payable upon receipt of one or more itemized invoices from the City. If the application fee plus actual planning and engineering consultant review costs end up being less than the 25% charged to the applicant at the time of application, the City shall refund the difference to the applicant.

Section C: Agreement Execution

----- To be filled out by the Applicant and Property Owner -----

The undersigned applicant and property owner agree to reimburse the City for all costs directly or indirectly associated with the consideration of the applicant's proposal as indicated in this agreement, with 25% of such costs payable at the time of application and the remainder of such costs payable upon receipt of one or more invoices from the City following the execution of development review services associated with the application.



Signature of Applicant/Petitioner

Matt School

Printed Name of Applicant/Petitioner

3/12/19

Date of Signature

Signature of Property Owner (if different)

Printed Name of Property Owner (if different)

Date of Signature

NARRATIVE

Conversion of 361-365 S. Scott into Four Unit

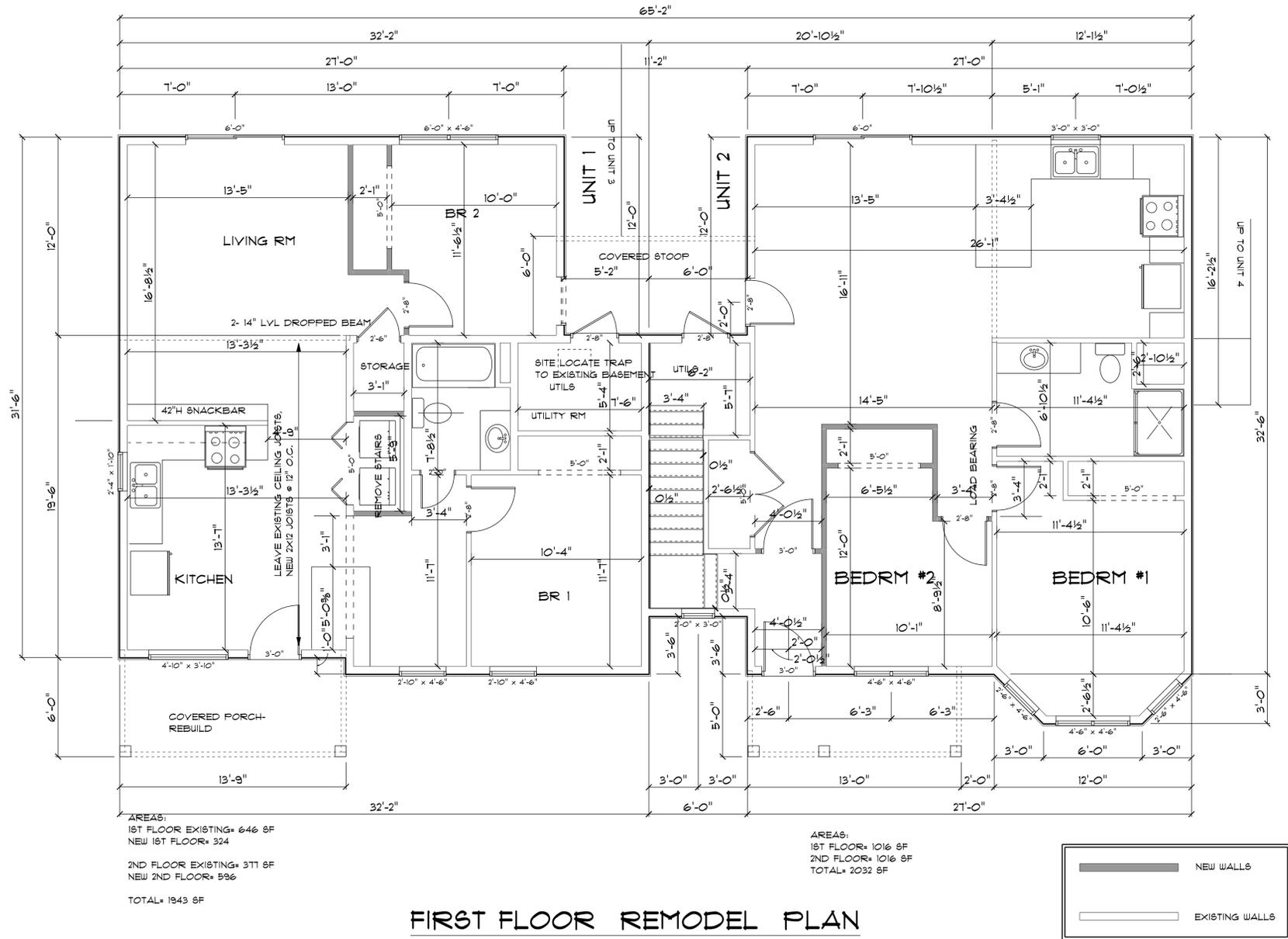
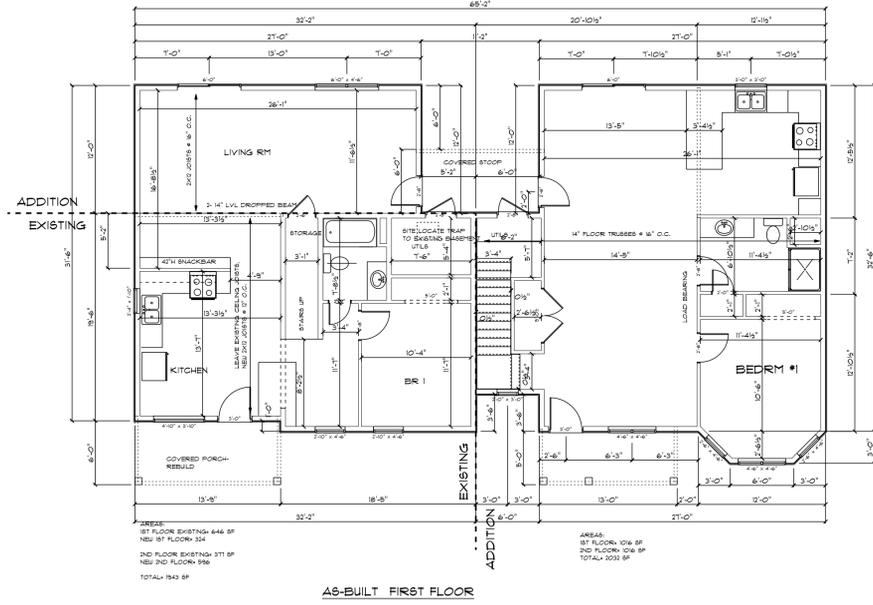
This project, along with our accompanying project at 353 S. Scott Street, represents our first step on an effort to reposition our properties on Scott Street to be more attractive to the general (non-student) rental community.

Our experience has been that the demand for non-student rentals has become very high. Many non-student renters are unable to find adequate housing to fit their needs, which is driving many of them to other communities. At the same time, the demand for student rentals has dipped in recent years as enrollment has declined and more units have come on the market. Therefore, we have determined that it is important to increase the supply of non-student rentals in Whitewater. We have also determined that our location on Scott Street is uniquely positioned to serve the non-student rental market. For that reason, we are seeking to identify properties that can be redesigned to serve both the student and non-student markets.

Our property at 361-365 S. Scott Street is currently a duplex that consists of 2 large five bedroom units (10 total beds). We are proposing to split up these units into 4 two bed units (8 total beds). We are not planning to make any changes to the exterior of the building, except to add additional egress doors. The site, including the landscaping, would remain in its current condition.

The parking plan is also depicted in the drawings. Of note, we have submitted a plan to the City to redesign the parking in this neighborhood. This plan would involve a slight variation of that plan. However, this plan would utilize less disturbed surface area and less total impervious surface area, so there would be no increase in storm water runoff calculations.

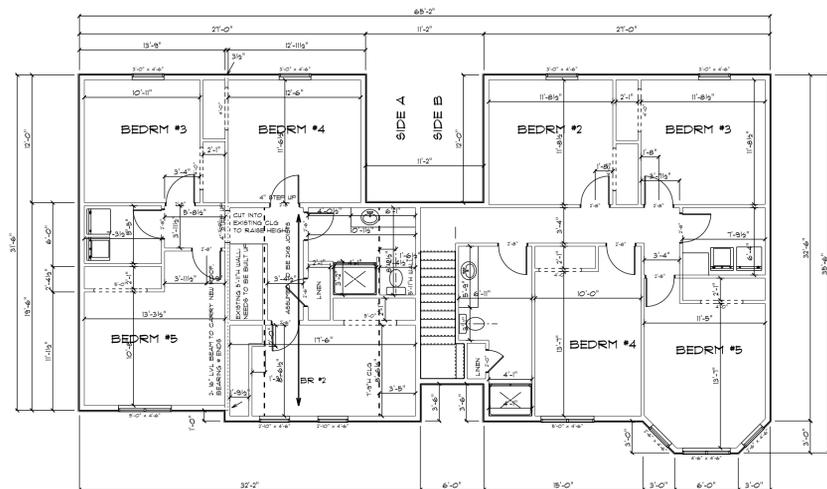
The end result would be a building with less density (two fewer beds), and smaller units that would be equally attractive to both student and non-student tenants.



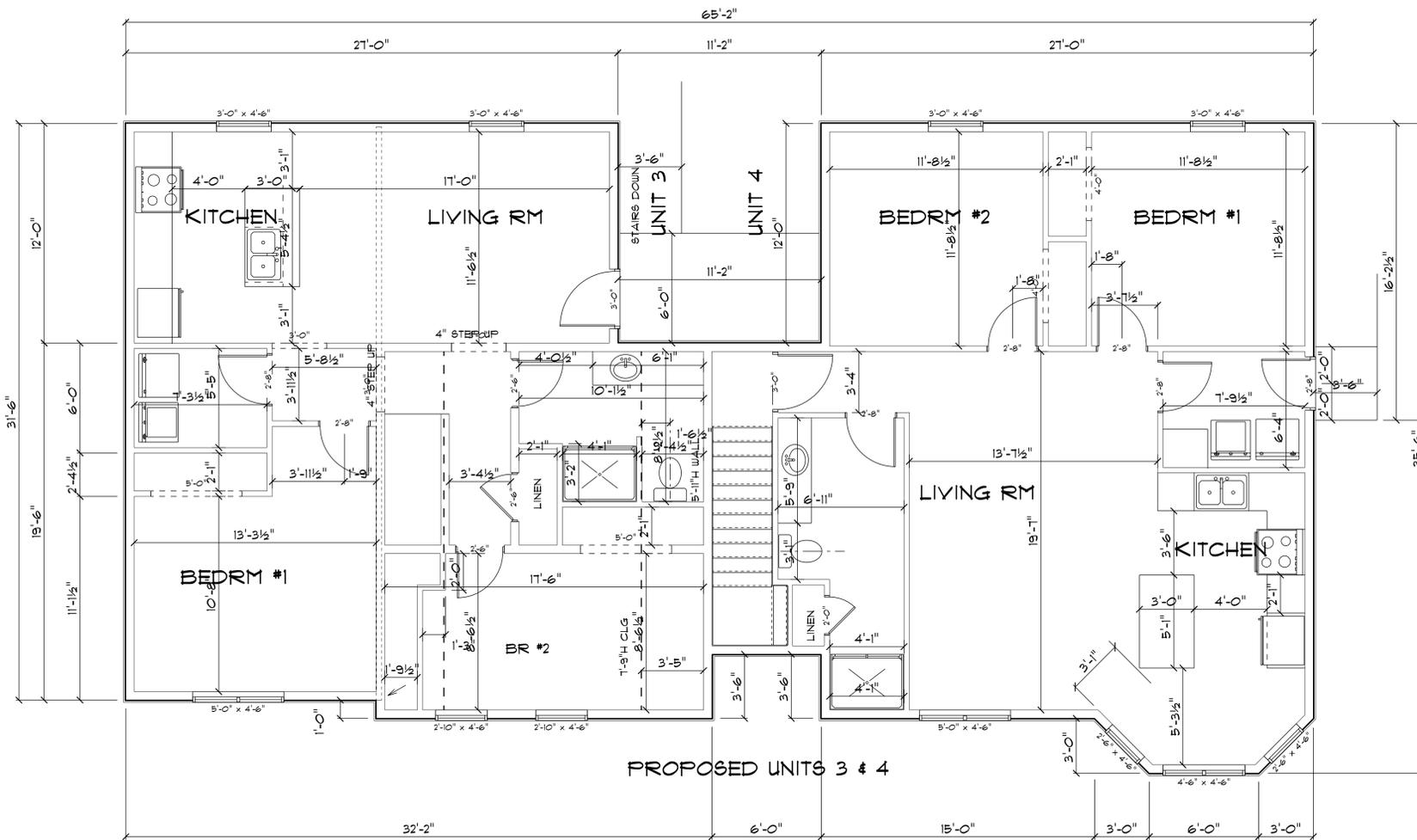
REVISIONS:
 12-27-18:
 Original
 2-20-19:
 Remodel

ADDITION TO THE
 RESIDENCE AT:
 361/365 SCOTT STREET
 WHITEWATER, WI 53190

SCALE: 1/4"=1'-0"	PAGE:
SHEET TITLE:	1 OF 2
DRAWN BY: STEFANIE STIBB	DATE:
	2/20/19



AS-BUILT SECOND FLOOR
SCALE: 1/8"=1'-0"



— NEW WALLS
— EXISTING WALLS

2ND FLOOR REMODEL PLAN

REVISIONS:
12-27-18:
Original
2-20-19:
Remodel

ADDITION TO THE
RESIDENCE AT:

361/365 SCOTT STREET
WHITWATER, WI 53190

SCALE: 1/4"=1'-0"

SHEET TITLE:

DRAWN BY: STEFANIE STIBB

PAGE:

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DATE:

2/20/19

MEMORANDUM

To: Planning and Architectural Review Commission
From: Chris Munz-Pritchard, Neighborhood Services Director
Date: April 8, 2019
Re: Lot /WUP 00228 former site of the Whitewater Franklin / Middle School

Lot /WUP 00228 is owned by Warhawk Real Estate Foundation. The lot is the former site of the Whitewater Franklin / Middle School and is approximately 3 Acres. The Walworth County parcel information shows the property changing hands in 1998, from the Whitewater Unified School District to Whitewater Franklin, then in 2001 from Whitewater Franklin to UW Whitewater Foundation Inc. In 2010 there is a name change from the UW Whitewater Foundation Inc. to Warhawk Real Estate Foundation LLC. According to the city's historic permit card the building was razed in 1999.

Per 7.22.025 C the following areas are exempt from the Nuisance declared, Failure to cut (7.22.00). Areas larger than one acre in size except areas which are within twenty-five feet of a developed lot. How the City addresses the issues is a vacant lot shall mow and trim 15 feet in from 'sidewalk' edge. Under the circumstance where the lot does not have a 'sidewalk' or 'walkway', grass/weeds mowing and trimming should be done 20 feet in from curbside. At current condition the total 3 acres is being maintained and not just the 20 feet from the curbside. The lot is in compliance with the City Ordinance.

