



CITY OF WHITEWATER PLAN AND ARCHITECTURAL REVIEW  
COMMISSION

Agenda

November 14, 2011

City of Whitewater Municipal Building  
312 W. Whitewater St., Whitewater, Wisconsin  
6:00 p.m.

1. Call to order and Roll Call.
2. **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 Plan Commission discusses that particular item.
3. Approval of the Plan Commission minutes of: October 10, 2011.
4. Hold a public hearing for consideration of a Conditional Use Permit for a Class C Wine License for George Christon, to serve wine by the glass at "Gus' Pizza Palace" located at 139 W. Center Street. (This is in addition to the existing Class "B" Beer License.)
5. Conceptual review of the proposed expansion of the existing site located at 804/808 W. Walworth Ave., to include 818 W. Walworth Ave. for Craig Pope. This proposal would include: a rezoning of the residential property at 818 W. Walworth Ave. from R-2 (One and Two Family) to B-1 (Community Business) Zoning District and combining of the two lots; expansion of the parking/driveway area; the installation of a 4<sup>th</sup> fuel pump island; and a new alternative fuel island and canopy.
6. Information Items:
  - a. Possible future agenda items.
  - b. Next regular Plan Commission Meeting - December 12, 2011.
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 Zoning Administrator, 312 W. Whitewater Street, Whitewater, WI, 53190 or [jwegner@whitewater-wi.gov](mailto:jwegner@whitewater-wi.gov).

The City of Whitewater website is: [whitewater-wi.gov](http://whitewater-wi.gov)

CITY OF WHITEWATER  
PLAN AND ARCHITECTURAL REVIEW COMMISSION  
Whitewater Municipal Building Community Room  
October 10, 2011

**ABSTRACTS/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL  
ACTIONS OF THE PLAN AND ARCHITECTURAL REVIEW COMMISSION**

**Call to order and roll call.**

Vice-Chairperson Binnie called the meeting of the Plan and Architectural Review Commission to order at 6:00 p.m.

Present: Meyer, Binnie, Dalee, Parker, Coburn.

Absent: Torres, Miller.

Others: Wallace McDonell (City Attorney), Mary Nimm (Interim Manager, Neighborhood Services).

Vice-Chairperson Binnie welcomed Bruce Parker as a new member of the Plan Commission (Park Board Representative to the Plan Commission) and appreciated his willingness to serve.

**Hearing of Citizen Comments.** No formal Plan Commission action will be taken during this meeting ON CITIZEN COMMENTS although issues raised may become a part of a future agenda. Items on the agenda may not be discussed at this time.

There were no citizen comments.

**Approval of the minutes of September 12, 2011.**

Moved by Coburn and seconded by Dalee to approve the Plan Commission minutes of September 12, 2011. Motion approved by unanimous voice vote.

**Public hearing for the consideration of an amendment to the conditional use permit to replace the freestanding sign for Sigma Sigma Sigma Sorority at 619 W. Main Street.** Vice-Chairperson Binnie opened the public hearing for the consideration of an amendment to the conditional use permit to replace the freestanding sign for Sigma Sigma Sigma Sorority at 619 W. Main Street.

Interim Neighborhood Services Manager Mary Nimm explained that the Sorority had come to the City about a month ago when the City noticed they had installed a new sign without a permit. The sorority is here to amend their conditional use permit to allow for the replacement of their sign. The new sign does meet the standards of the sign ordinance for this use.

Sierra Hinklin, the Sorority President, was present to answer any questions.

There were no public comments. Vice-Chairperson Binnie closed the Public Hearing.

Plan Commission Member Coburn noted that the sign was austere and asked how the sign was chosen. Coburn also asked if there were going to be any plantings around the sign to which Sierra Hinklin stated that the sign was chosen by the Sorority's Alumni Housing Corp. and that there were no plantings planned for around the sign.

Plan Commission Member Parker asked about lighting for the sign or if there were plans for lighting in the future.

Sierra Hinklin stated that there is no lighting. She did not know if there would be lighting planned for the future.

Parker reminded Cartwright to bring any future plans to the City for approval.

Coburn moved approval. Meyer seconded. Motion approved by unanimous roll-call vote.

**Future agenda items**

No future agenda items at this time.

Vice-Chairperson Binnie and the Plan Commission thanked Mary Nimm for her services to the City of Whitewater, CDA, Planning, Zoning and Neighborhood Services. Mary's last day with the City will be October 21, 2011.

Greg Meyer announced that the steering committee for the re-write of the Zoning Ordinances was postponed and would be rescheduled for later in the month.

**Next regular Plan Commission meeting- November 14, 2011.**

Moved by Meyer and seconded by Coburn to adjourn at 6:10 p.m. Motion was approved by unanimous voice vote.

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Chairperson Gregory Torres



Neighborhood Services • Code Enforcement / Zoning and Department of Public Works  
312 W. Whitewater Street / P.O. Box 178, Whitewater, WI 53190  
(262) 473-0540 • Fax (262) 473-0549  
www . whitewaterwi . gov

### NOTICE OF PUBLIC HEARING

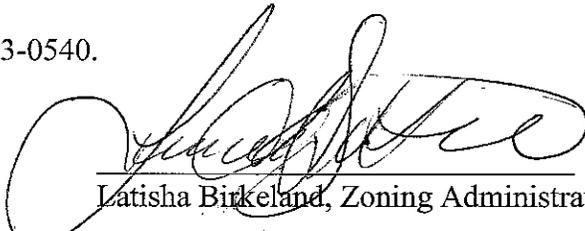
TO ALL INTERESTED PARTIES:

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 14th day of November 2011 at 6:00 p.m. to hold a public hearing for consideration of a Conditional Use Permit for a Class C Wine License for George Christon, to serve wine by the glass at "Gus' Pizza Palace" located at 139 W. Center Street. (This is in addition to the existing Class "B" Beer License.)

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 4:30 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.



Latisha Birkeland, Zoning Administrator

/OT 00020  
TERRENCE L STRITZEL  
W5524 TRI COUNTY RD.  
WHITEWATER WI 531900000

/OT 00021  
DAVID E SAALSAA  
184 W MAIN ST #3  
WHITEWATER WI 531900000

/OT 00053 thru 00061  
FIRST CITIZENS STATE BANK  
207 W. MAIN ST  
WHITEWATER WI 531900000

/OT 00062  
DONALD E LIGGETT TRUST  
P. O. BOX 223061  
PRINCEVILLE HI 967220000

/OT 00067  
DIANE L TRAMPE  
138 CENTER ST  
WHITEWATER WI 531900000

/OT 00068  
FIRE STATION 1 LLC  
138 W CENTER ST  
WHITEWATER WI 531900000

/OT 00069  
CHERYL A BRESNAHAN  
MICHAEL J BRESNAHAN, JR  
117 S. SECOND ST  
WHITEWATER WI 531900000

/OT 00070  
BLGL, LLC  
1691 MOUND VIEW PL  
WHITEWATER WI 531900000

/OT 00072  
LUIS, LATIN KING OF  
WHITEWATER  
132 MAIN ST  
WHITEWATER WI 531900000

/OT 00073  
JOHN M BASILE  
MARGARET M BASILE  
W5211 MEADOW LN  
ELKHORN WI 531210000

/OT 00074  
MARK O BERGEY  
JEAN BERGEY  
173 W. MAIN ST  
WHITEWATER WI 531900000

/OT 00075  
DLK ENTERPRISES INC  
P. O. BOX 239  
WHITEWATER WI 531900000

/OT 00084  
BULLDOG INVESTMENTS LLC  
N6927 GREENLEAF COURT  
ELKHORN WI 531210000

/OT 00126,127  
HANTROPP PROPERTIES LLC  
C/O STEFFEN & ROBYN HANTROPP  
158 W WHITEWATER ST  
WHITEWATER WI 531900000

/OT 00129  
DENNIS M KNOPP  
323 S JANESVILLE ST  
WHITEWATER WI 531900000

/OT 00134  
WAYNE A QUASS  
MAUREEN C QUASS  
972 W PECK ST  
WHITEWATER WI 531900000

/OT 00135  
WILLIAM V OSBORNE II  
REBECCA P ANDERSON  
12648 GLACIAL CREST DR  
WHITEWATER WI 531900000

/OT 00136, 137  
EDWARD W HAMILTON  
ROXANNE A HAMILTON  
PO BOX 736  
WHITEWATER WI 531900000

/OT 00138, 139, 81,82,83,71,65  
TRIPLE J PROPERTIES LLC  
W335 S2539 MORRIS RD  
DOUSMAN WI 531180000

/OT 00144  
WARHAWK COUNTRY, LLC  
8820 HOLLY BUSH LN  
VERONA WI 535930000

/OT 00145  
WISCONSIN DAIRY SUPPLY  
P. O. BOX 239  
WHITEWATER WI 531900239

/OT 00150  
RUSSELL R WALTON  
1005 W MAIN ST SUITE C  
WHITEWATER WI 531900000

/OT 00151  
ASSOCIATED BANK  
COPR REAL ESTATE  
206 N WISCONSIN ST  
DE PERE WI 541150000

/OT 00169  
WATERTOWN SAVINGS & LOAN  
C/O ASSOCIATED BANK IS RE DIV  
206 N WISCONSIN ST MS#7857  
DEPERE WI 541150000

/OT 00170  
WHITEWATER POST OFFICE  
213 W CENTER ST  
WHITEWATER WI 53190

/OT 00171  
KELLY LAW BUILDING, LLC  
205 W. CENTER ST  
WHITEWATER WI 531900000

/OT 00172  
ROBERT R ARDEL T  
203 W. CENTER ST  
WHITEWATER WI 531900000

/OT 00173,173B, 131-133  
RODRIGUEZ PROPERTIES II LLC  
N9707 N MCCORD RD  
WHITEWATER WI 531900000

/OT 00173A  
JOSHUA D BILHORN  
OPALA C BILHORN  
282 NORTHSIDE DR  
MILTON WI 535630000

/TR 8,9, OT 141,142  
WISCONSIN DAIRY SUPPLY CO  
PO BOX 239  
WHITEWATER WI 531900239

/TR 00010,12  
COMMUNITY DEVELOPMENT  
AUTH  
OF CITY OF WHITEWATER

/TR 14A, OT 140, 141A  
CITY OF WHITEWATER

/WUP 00321  
STATE OF WISCONSIN  
DEPT OF TRANSPORTATION  
MADISON WI 537020000

**NOTICE:** The Plan Commission meetings are scheduled on the 2nd Monday of the month. All complete plans must be in by 9:00 a.m. four weeks prior to the meeting. If not, the item will be placed on the next available Plan Commission meeting.

CITY OF WHITEWATER  
CONDITIONAL USE PERMIT APPLICATION PROCEDURE

1. File the application with the Code Enforcement Director's Office at least four weeks prior to the meeting. \$100.00 fee. Filed on 10-17-11.
2. Class 1 Notice published in Official Newspaper on 11-3-11.
3. Notices of the Public Hearing mailed to property owners on 11-1-11.
4. Plan Commission holds the PUBLIC HEARING on 11-14-11. They will hear comments of the Petitioner and comments of property owners. Comments may be made in person or in writing.
5. At the conclusion of the Public Hearing, the Plan Commission makes a decision.

PLEASE COMPLETE THE FOLLOWING APPLICATION.

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

Twenty complete sets of all plans should be submitted. All plans should be drawn to a scale of not less than 50 feet to the inch; represent actual existing and proposed site conditions in detail; and indicate the name, address, and phone number of the applicant, land owner, architect, engineer, landscape designer, contractor, or others responsible for preparation. It is often possible and desirable to include two or more of the above 8 plans on one map. The Zoning Administrator or Plan and Architectural Review Commission may request more information, or may reduce the submittal requirements. If any of the above 10 plans is not submitted, the applicant should provide a written explanation of why it is not submitted.

## SITE PLAN SUBMITTAL REQUIREMENTS

This checklist must be completed before making application for a City of Whitewater Zoning/Building Permit. If not complete, the application will be returned to the owner and will not proceed until all information and forms are complete.

Drawings must be legible and drawn to scale not less than 1/4" per foot unless noted.

Address of Project 139 W - CENTER  
Zoning of Property B-2

1. **Site Plan**, including the 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 dumpster 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.
2. **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.
3. **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.
4. **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.
5. **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.
6. **Building elevations**, 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.
7. **Sign plan**, meeting the City's sign ordinance, and showing the location, height, dimensions, color, materials, lighting and copy area of all signage.
8. **Lighting plan**, meeting the City's lighting ordinance, and showing the location, height, type, orientation, and power of all proposed outdoor lighting—both on poles and on buildings. Cut sheets and photometric plans may be required for larger projects.

9.

**Floor plan** which shows:

where we store wine & BEER @ 139W CENTER IN BACK KITCHEN AREA

A. The size and locations of: -

1) Rooms;

2) Doors;

3) Windows;

4) Structural features - size, height and thickness of wood, concrete and/or masonry construction;

5) Exit passageways (hallways) and stairs (including all stair dimensions - riser height, tread width, stair width, headroom and handrail heights);

6) Plumbing fixtures (bathroom, kitchen, etc.) - lavatory, water closet, water heater, softener,

etc.;

7) Chimney(s) - include also the type of construction (masonry or factory built);

EXHAUST SYSTEM W/ FIRE PROTECTION SYSTEM

8) Heating equipment;

9) Cooling equipment (central air conditioning, if provided);

10) Attic and crawl space access; and

11) Fire separation between dwelling and garage.

12) Electrical service entrance/transformer location.

10. **Elevation drawings** which show:

A. Information on exterior appearance (wood, stone, brick, block, colors);

B. Indicate the location, size and configuration of doors, windows, roof chimneys and exterior grade level.

C. Indicate color of Trim \_\_\_\_\_, Siding \_\_\_\_\_, Roofing \_\_\_\_\_.

D. Electrical service entrance/transformer location.

11. **Type of Project:**

A. Single family;

B. Duplex;

C. Multifamily # units \_\_\_\_\_;

Condominium # units \_\_\_\_\_;

Sorority # units \_\_\_\_\_;

Fraternity # units \_\_\_\_\_;

D. Office/Store;

E. Industrial;

F. Parking lot # of stalls \_\_\_\_\_;

G. Other;

City of Whitewater  
Application for Conditional Use Permit

**IDENTIFICATION AND INFORMATION ON APPLICANT(S):**

Applicant's Name: BOBEGE CHRISTOW  
Applicant's Address: W7723 NACKET Rd, Whitewater, WI  
Phone # 262-473-8187  
Email Address: \_\_\_\_\_

Owner of Site, according to current property tax records (as of the date of the application):  
\_\_\_\_\_  
Street address of property: 139 W-CENTER, WHITEWATER  
Legal Description (Name of Subdivision, Block and Lot or other Legal Description):  
GUS PIZZA PALACE  
\_\_\_\_\_  
\_\_\_\_\_  
Agent or Representative assisting in the Application (Engineer, Architect, Attorney, etc.)  
Name of Individual: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Name of Contractor: \_\_\_\_\_  
Has either the applicant or the owner had any variances issued to them, on any property? YES  NO   
IF YES, please indicate the type of variance issued and indicate whether conditions have been complied with.  
\_\_\_\_\_

**EXISTING AND PROPOSED USES:**

Principal Use: Restaurant Current Land Use: \_\_\_\_\_  
Accessory or Secondary Uses: N/A  
Proposed Use (Describe need for conditional use):  
SERVING WINE IN ADDITION TO BEER  
\_\_\_\_\_  
\_\_\_\_\_  
No. of occupants proposed to be accommodated: 48  
No. of employees: 8  
Zoning District in which property is located: B-2  
Section of City Zoning Ordinance that identifies the proposed land use as a Conditional Use in the Zoning District in which the property is located: \_\_\_\_\_

**PLANS TO ACCOMPANY APPLICATION**

Applications for permits shall be accompanied by drawings of the proposed work, drawn to scale, showing, when necessary, floor plans, sections, elevations, structural details, computations and stress diagrams as the building official may require.

**PLOT PLAN**

When required by the building official, there shall be submitted a plot plan in a form and size designated by the building official for filing permanently with the permit record, drawn to scale, with all dimension figures, showing accurately the size and exact location of all proposed new construction and the relation to other existing or proposed buildings or structures on the same lot, and other buildings or structures on adjoining property within 15 feet of the property lines. In the case of demolition, the plot plan shall show the buildings or structures to be demolished and the buildings or structures on the same lot that are to remain.

**STANDARDS**

STANDARD	APPLICANT'S EXPLANATION
<p>A. That the establishment, maintenance, or operation of the Conditional Use will not create a nuisance for neighboring uses or substantially reduces value of other property.</p>	<p>already serving Beer. No additional nuisance</p>
<p>B. That utilities, access roads, parking, drainage, landscaping, and other necessary site improvements are being provided.</p>	<p>N/A</p>
<p>C. That the conditional use conforms to all applicable regulations of the district in which it is located, unless otherwise specifically exempted in this ordinance.</p>	<p>yes</p>
<p>D. That the conditional use conforms to the purpose and intent of the City Master Plan.</p>	<p>yes</p>

**CONDITIONS**

The City of Whitewater Zoning Ordinance authorizes the Plan Commission to place conditions on approved conditional uses. Conditions can deal with the points listed below. Be aware that there may be discussion at the Plan Commission in regard to placement of such conditions upon your property. You may wish to supply pertinent information.

"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 required by the Plan and Architectural Review Commission upon its finding that these are necessary to fulfill the purpose and intent of this Ordinance.

"Conditional Uses" may be subject to time limits or requirements for periodic reviews where such requirements relate to review standards.

X *[Signature]*  
Applicant's Signature

10/12/11  
Date

**APPLICATION FEES:**

*Fee for Conditional Use Application: \$100*

Date Application Fee Received by City 10-17-11 Receipt No. 6.009487

Received by *[Signature]*

**TO BE COMPLETED BY CODE ENFORCEMENT/ZONING OFFICE:**

Date notice sent to owners of record of opposite & abutting properties: 11-1-11  
Date set for public hearing before Plan & Architectural Review Board: 11-14-11

**ACTION TAKEN:**

Conditional Use Permit: \_\_\_\_\_ Granted \_\_\_\_\_ Not Granted by Plan & Architectural Review Commission.

**CONDITIONS PLACED UPON PERMIT BY PLAN AND ARCHITECTURAL REVIEW COMMISSION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Plan Commission Chairman

\_\_\_\_\_  
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 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 Director. 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 planning consultant still need to ensure that your proposal meets all City



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

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. 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. For simple submittals not requiring a public hearing, this may be reduced to two weeks in advance. 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 planning consultant 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 the 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 Director and/or planning consultant 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.



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

### **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 City Neighborhood Services Director 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 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
<b>Minor Site/Building Plan</b> (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
<b>Major Site/Building Plan</b> (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
<b>Conditional Use Permit with no Site Plan Review</b> (e.g., home occupation, sale of liquor request, substitution of use in existing building)	\$up to \$600
<b>Rezoning</b>	
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
<b>Land Division</b>	
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
<b>Annexation</b>	\$200 to \$400
Note on Potential Additional Review Costs: 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 -----

### Applicant's Information:

X

Name of Applicant: GEORGE CHRISTOW  
Applicant's Mailing Address: W 723 HACKETT RD  
WHITEWATER, WI 53190  
Applicant's Phone Number: 262-473-8187  
Applicant's Email Address: KARON1CHRISTOW@yahoo.com

### Project Information:

Name/Description of Development: GOS PIZZA PALACE  
Address of Development Site: 139 W CENTER  
Tax Key Number(s) of Site: \_\_\_\_\_

### Property Owner Information (if different from applicant):

Name of Property Owner: ANA RODRIGUEZ  
Property Owner's Mailing Address: 9707 N. MCCORD RD.  
WHITEWATER, WI 53190.



# Cost Recovery Certificate and Agreement

## Section B: Applicant/Property Owner Cost Obligations

----- To be filled out by the City's Neighborhood Services Director -----

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

George Christow  
\_\_\_\_\_  
Printed Name of Applicant/Petitioner

10/17/11  
\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Signature of Property Owner (if different)

Ana Rodriguez  
\_\_\_\_\_  
Printed Name of Property Owner (if different)

\_\_\_\_\_  
Date of Signature

A/C ON ROOF  
BASEMENT HAS  
ELECTRIC HOT H<sub>2</sub>O TANK

BASEMENT DOOR

STAIRS

BATH ROOMS

BOOTH ROOMS

KITCHEN W/EXIT DOOR

REFRIGERATOR FOR WINE + BEER

EXIT DOOR

BOOTH 10

BOOTH 9

BOOTH 6

BOOTH 5

BOOTH 2

BOOTH 7

BOOTH 4

BOOTH 11

BOOTH 3

BOOTH 12

BOOTH 2

BOOTH 1

OUT OF ORDER

COUNTER SPACE

Ovens

INSIDE DOOR

COUNTER SPACE

FRONT WINDOWS

FRONT DOOR

Bus Pizza Palace



Neighborhood Services -  
Code Enforcement & Zoning  
312 W. Whitewater Street  
P.O. Box 178  
Whitewater, Wisconsin  
53190

---

[www.whitewater-wi.gov](http://www.whitewater-wi.gov)  
Telephone: (262) 473-0540 Ext. 243

To: City of Whitewater Plan and Architectural Review Commission  
From: Latisha Birkeland, Neighborhood Services Manager  
Date: November 8, 2011  
Re: Requested conditional use permit for a Class "C" Wine License for George Christon, to serve wine by the glass at "Gus' Pizza Palace" located at 139 W. Center Street. (This is in addition to the existing Class "B" Beer License)

---

### Summary of Request

**Requested Approvals:** The applicant, George Christon, is requesting a conditional use permit (CUP) for the sale of wine by the glass for Gus' Pizza Palace. The owner already has a CUP for a Class "B" Beer License.

**Location:** 139 W. Center Street.

**Current Land Use:** Restaurant

**Proposed Use:** Restaurant

**Current Zoning:** B-2 Central Business

**Proposed Zoning:** (no change proposed)

**Comprehensive Plan's Future Land Use Designation:** Central Business

**Surrounding Zoning and Land Use:** North, South, East and West: B-2, downtown businesses.

**Brief History of Project:** The City Clerk confirmed that this establishment has had a Class "B" liquor license for over 20 years.

The maximum number of occupants the space can accommodate is 48. There are a total number of eight (8) employees. There are no changes to the current restaurant layout or hours.

## **Recommendation on Conditional Use Permit**

Pending comments received at the public hearing, I recommend the Plan and Architectural Review Commission approve the conditional use permit for Gus' Pizza Palace, subject to the following conditions:

1. The conditional use permit shall run with the business owner and not the land. Any change in ownership will first require approval of a conditional use permit amendment.
2. Maximum occupancy shall be limited to that determined by the fire department. In addition, the establishment shall remain in compliance with all applicable fire code requirements at all times.
3. All signage shall comply with the City's sign ordinance.

If the application is approved, the applicant will need to apply for the additional license with the Alcohol and Licensing Committee and Common Council for final approval. At that stage they will have a records check through the Police Department. I spoke with Chief Otterbacher about the proposed expansion of the liquor license to allow for wine by the glass and she stated that she has no concerns about the proposed expansion.

## Analysis of Proposed Project

Standard	Evaluation	Comments
<b>Comprehensive Plan and Detailed Neighborhood Plan</b>		
Consistency with Comprehensive Plan's Future Land Use Map designation.	Met	Planned for downtown commercial uses.
Consistency with other applicable Comprehensive Plan policies.	Met	Ground floor bar is consistent with planned downtown character.
Consistency with any detailed neighborhood plan covering area.	Met	Project does not alter the exterior of the building, which already conforms with the Downtown Design Guidelines.
<b>Conditional Use Permit Standards (see section 19.66.050 of zoning ordinance)</b>		
The establishment, maintenance, or operation of the conditional use will not create a nuisance for neighboring uses or substantially reduce the values of other property.	Met	The applicant has corrected the fire code violations and the proposed operations should have no extraordinary impacts for a use of this type.
Adequate utilities, access roads, parking, drainage, landscaping, and other necessary site improvements are being provided.	Met	No changes in the general operations or physical aspects of the building are proposed.
The conditional use conforms to all applicable regulations of the district in which it is located, unless otherwise specifically exempted in this ordinance [or through a variance].	Met	Project meets all zoning ordinance requirements applicable under the B-2 district.
The conditional use conforms to the purpose and intent of the city master [comprehensive] plan.	Met	See "Comprehensive Plan and Detailed Neighborhood Plan" section above.
The conditional use and structures are consistent with sound planning and zoning principles.	Met	Project is consistent with the purpose, character and intent of the central business future land use classification and zoning district.

\*\*\*\*\*



Neighborhood Services • Code Enforcement / Zoning and Department of Public Works  
312 W. Whitewater Street / P.O. Box 178, Whitewater, WI 53190  
(262) 473-0540 • Fax (262) 473-0549  
www . whitewater-wi . gov

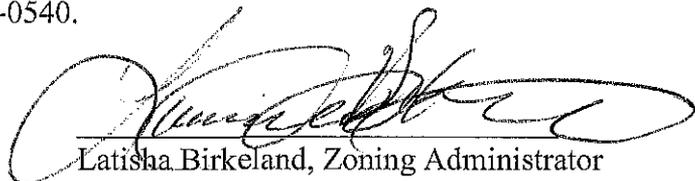
TO ALL INTERESTED PARTIES:

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 14th day of November 2011 at 6:00 p.m. for a conceptual review of the proposed expansion of the existing site located at 804/808 W. Walworth Ave., to include 818 W. Walworth Ave. for Craig Pope. This proposal would include: a rezoning of the residential property at 818 W. Walworth Ave. from R-2 (One and Two Family) to B-1(Community Business) Zoning District and combining of the two lots; expansion of the parking/driveway area; the installation of a 4<sup>th</sup> fuel pump island; and a new alternative fuel island and canopy.

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 4:30 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.



Latisha Birkeland, Zoning Administrator

BIR-14,15,16, T-9  
CRAIG A POPE  
P O BOX 2473  
JANESVILLE WI 53547

BIR-18  
ARTHUR GRAHAM  
429 S WHITON ST  
WHITEWATER WI 53190

BIR-20  
ARTHUR M COLEMAN  
403 S WHITON ST  
WHITEWATER WI 53190

BIR-34A  
RODNEY D & DONNA M BERG  
TRUST  
1716 TURTLE MOUND LANE  
WHITEWATER WI 53190

BIR-45  
STEVEN R SMITH  
JANNA D SMITH  
919 W CHARLES ST  
WHITEWATER WI 53190

BIR-46B  
SUSAN M SWOBODA  
426 S WHITON ST  
WHITEWATER WI 53190

BIR-47A  
LAURIE K MURPHY  
438 S WHITON ST  
WHITEWATER WI 53190

BIR-48  
JOHN P STEUERWALD  
SCARLETTE K STEUERWALD  
920 W WALWORTH AVE  
WHITEWATER WI 53190

CL-109  
KICH PROPERTIES  
N6927 GREENLEAF CT  
ELKHORN WI 53121

CL-123  
GABRIELLE L ALWIN  
357 S JANESVILLE ST  
WHITEWATER WI 53190

BIR-17  
LAURA M TRIEBOLD  
N7618 ENGEL ROAD  
WHITEWATER WI 53190

BIR-18A  
TIMOTHY L BUTCHER  
PATRICE A BUTCHER  
421 S WHITON ST  
WHITEWATER WI 53190

BIR-33  
EILEEN MEYER  
N1010 PECHOW LANE  
WHITEWATER WI 53190

BIR-35  
JEFFREY S MILES  
INGER J MILES  
958 W CHARLES ST  
WHITEWATER WI 53190

BIR-46  
ANNE M DENNIS  
404 S SUMMIT ST  
WHITEWATER WI 53190

BIR-46C  
MARIA D., MARTIN & JUAN M  
GOMEZ  
410 S WHITON ST  
WHITEWATER WI 53190

BIR-47B  
TIMOTHY A KLINGMAN  
RHONDA J KLINGMAN  
430 S WHITON ST  
WHITEWATER WI 53190

CL-107  
COLLEEN REDDY  
370 S COTTAGE ST  
WHITEWATER WI 53190

CL-110  
THOMAS H PAULL  
MARGARET H PAULL  
420 S JANESVILLE ST  
WHITEWATER WI 53190

CL-124  
THOMAS HOFFMAN  
CONNIE JACKSON-HOFFMAN  
363 S JANESVILLE ST  
WHITEWATER WI 53190

BIR-17A  
CRAIG L STAUFFER  
SHARON M STAUFFER  
437 S WHITON ST  
WHITEWATER WI 53190

BIR-19  
TIMOTHY J FREDRICKSON  
JOYCE ROGAN  
P O BOX 357  
LAKE GENEVA WI 53147

BIR-34  
LESLIE J HYNUM  
MARY C HYNUM  
5511 MCGANN LANE #104  
MADISON WI 53711

BIR-36  
ROBERT L GAVERS  
LUCILLE A GAVERS  
13211 CHARLES ROAD  
WOODSTOCK IL 60098

BIR-46A  
GREGORY A ADKINSON  
DIANA L ROGERS-ADKINSON  
418 S WHITON ST  
WHITEWATER WI 53190

BIR-47  
THOMAS FAMILY TRUST  
910 W WALWORTH AVE  
WHITEWATER WI 53190

BIR-47C  
TAMMY L STEVENSON  
904 W WALWORTH AVE  
WHITEWATER WI 53190

CL-108  
JOHN E HART  
374 S COTTAGE STREET  
WHITEWATER WI 53190

CL-122  
J PHILLIP HENRY  
DONNA B HENRY  
347 S JANESVILLE ST  
WHITEWATER WI 53190

CL-125  
CHRISTOPHER A SPEAR  
N6927 GREENLEAF COURT  
ELKHORN WI 53121

CL-125A  
RITCHIE L MATTINGLY  
377 S JANESVILLE ST  
WHITEWATER WI 53190

CL-126  
ROBERT C NORTON  
P O BOX 372  
ONALASKA WI 54650

CL-127  
MICHAEL M SCHILDT  
S89 W34853 EAGLE TERRACE DR  
EAGLE WI 53119

CL-128  
DORIS WUTKE TRUST  
411 S JANESVILLE ST  
WHITEWATER WI 53190

CL-129  
JEFFREY S PETERSEN TRUST  
LAUREL A PETERSEN TRUST  
N9211 WOODDED CT  
WHITEWATER WI 53190

CL-130  
HENRI KINSON  
LINDA L KINSON  
N7728 WOODCHUCK ALLEY  
WHITEWATER WI 53190

HA-1  
RONALD B WALENTON  
REBECCA A WALENTON  
704 W WALWORTH AVE  
WHITEWATER WI 53190

HA-2, 7, 8, T-9B  
RAYMOND P STRITZEL TRUST  
530 S JANESVILLE ST  
WHITEWATER WI 53190

HA-3  
STRITZEL RENTAL PROPERTIES  
530 S JANESVILLE ST  
WHITEWATER WI 53190

HA-4  
GERALD M BROZYNSKI JR  
PAULA M BROZYNSKI  
N9 W27335 JACQUELYN DR  
WAUKESHA WI 53188

HA-5  
ARTHUR MEISNER  
SHIRLEY MEISNER  
517 S PUTNAM ST  
WHITEWATER WI 53190

HA-6  
HARRIET J STRITZEL TRUST  
530 S JANESVILLE ST  
WHITEWATER WI 53190

K-8  
RANDALL CARNES  
DARLENE CARNES  
345 S SCOTT ST  
WHITEWATER WI 53190

K-9  
LAND & WATER INVESTMENTS  
LLC  
503 CENTER ST  
LAKE GENEVA WI 53147

K-10  
WALWORTH AVENUE  
APARTMENTS INC  
530 S JANESVILLE ST  
WHITEWATER WI 53190

K-11  
LAND & WATER  
INVESTMENTS LLC  
503 CENTER ST  
LAKE GENEVA WI 53147

K-13  
RONALD B WALENTON  
REBECCA A WALENTON  
704 W WALWORTH AVE  
WHITEWATER WI 53190

K-14  
MICHAEL RILEY  
KATHLEEN RILEY  
710 W WALWORTH AVE  
WHITEWATER WI 53190

K-15  
CARL J WOLF  
JONNA L WOLF  
N431 TWINKLING STAR ROAD  
WHITEWATER WI 53190

T-4A  
CLIFFORD O STORLIE JR  
KATHRYN S STORLIE  
N7998 COUNTY H  
WHITEWATER WI 53190

T-5  
DEAN STEARNS  
MARY STEARNS  
917 W WALWORTH AVE  
WHITEWATER WI 53190

T-6  
JAROD J GOEHL  
AMANDA M GOEHL  
909 W WALWORTH AVE  
WHITEWATER WI 53190

T-7  
LADWIG & VOS INC  
140 LONGMEADOW DR  
BURLINGTON WI 53105

T-8  
ROBERT R ARDELT SR  
CONNIE A RIDGE  
835 W WALWORTH AVE  
WHITEWATER WI 53190

T-9A  
VICTOR T BELLRICHARD  
ANEASA M BELLRICHARD  
825 W WALWORTH AVE  
WHITEWATER WI 53190

T-10A  
MIGUEL ARANDA  
RAQUEL ARANDA  
554 S JANESVILLE ST  
WHITEWATER WI 53190

T-11  
KENNETH J ROGERS  
LYNNE M ROGERS  
562 S JANESVILLE ST  
WHITEWATER WI 53190

T-12  
KELLY E FREEMAN  
ABBEY A WATSON  
920 W SOUTH ST  
WHITEWATER WI 53190

WUP-294,295  
ELIZABETH MEYER REVOC TRUST  
STANLEY C MEYER FAM TRUST  
645 W HARPER ST  
WHITEWATER WI 53190

WUP-294A  
WHITEWATER VETERINARY  
BUILDING LLC  
527 S JANESVILLE ST  
WHITEWATER WI 53190

WUP-296  
JOHN A SANDERSON JR  
563 S JANESVILLE ST  
WHITEWATER WI 53190

**NOTICE:** The Plan Commission meetings are scheduled on the 2nd Monday of each month. All completed plans must be in by 9:00 a.m. four weeks prior to the scheduled meeting. If not, the item will be placed on the next available Plan Commission meeting agenda.

CITY OF WHITEWATER  
PLAN REVIEW APPLICATION PROCEDURE

1. File the application with the Code Enforcement Director's Office at least four weeks prior to the meeting. \$100.00 fee. Filed on 10-21-11.
2. Agenda Published in Official Newspaper on 11-10-11.
3. Notices of the public review mailed to property owners on 10-31-11.
4. Plan Commission holds the public review on 11-14-11.  
They will hear comments of the Petitioner and comments of property owners.  
Comments may be made in person or in writing.
5. At the conclusion of the public review, the Plan Commission makes a decision.

PLEASE COMPLETE THE FOLLOWING APPLICATION.

Refer to Chapter 19.63 of the City of Whitewater Municipal Code of Ordinances, entitled PLAN REVIEW, for more information on the application.

Twenty complete sets of all plans should be submitted. All plans should be drawn to a scale of not less than 50 feet to the inch; represent actual existing and proposed site conditions in detail; and indicate the name, address, and phone number of the applicant, land owner, architect, engineer, landscape designer, contractor, or others responsible for preparation. It is often possible and desirable to include two or more of the above 8 plans on one map. The Zoning Administrator or Plan and Architectural Review Commission may request more information, or may reduce the submittal requirements. If any of the above 10 plans is not submitted, the applicant should provide a written explanation of why it is not submitted.

## SITE PLAN SUBMITTAL REQUIREMENTS

This checklist must be completed before making application for a City of Whitewater Zoning/Building Permit. If not complete, the application will be returned to the owner and will not proceed until all information and forms are complete.

Drawings must be legible and drawn to scale not less than 1/4" per foot unless noted.

Address of Project 804/808 W. WALWORTH AV / 818 WALWORTH  
Zoning of Property B-1 / R-1

1. **Site Plan**, including the 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 dumpster 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.
2. **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.
3. **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.
4. **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.
5. **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.
6. **Building elevations**, 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.
7. **Sign plan**, meeting the City's sign ordinance, and showing the location, height, dimensions, color, materials, lighting and copy area of all signage.
8. **Lighting plan**, meeting the City's lighting ordinance, and showing the location, height, type, orientation, and power of all proposed outdoor lighting—both on poles and on buildings. Cut sheets and photometric plans may be required for larger projects.

9. **Floor plan** which shows:
- A. The size and locations of:
- 1) Rooms;
  - 2) Doors;
  - 3) Windows;
  - 4) Structural features - size, height and thickness of wood, concrete and/or masonry construction;
  - 5) Exit passageways (hallways) and stairs (including all stair dimensions - riser height, tread width, stair width, headroom and handrail heights);
  - 6) Plumbing fixtures (bathroom, kitchen, etc.) - lavatory, water closet, water heater, softener, etc.;
  - 7) Chimney(s) - include also the type of construction (masonry or factory built);
  - 8) Heating equipment;
  - 9) Cooling equipment (central air conditioning, if provided);
  - 10) Attic and crawl space access; and
  - 11) Fire separation between dwelling and garage.
  - 12) Electrical service entrance/transformer location.

10. **Elevation drawings** which show:
- A. Information on exterior appearance (wood, stone, brick, block, colors);
- B. Indicate the location, size and configuration of doors, windows, roof chimneys and exterior grade level.
- C. Indicate color of Trim\_\_\_\_\_, Siding\_\_\_\_\_, Roofing\_\_\_\_\_.
- D. Electrical service entrance/transformer location.

11. **Type of Project:**
- A. Single family;
- B. Duplex;
- C. Multifamily # units \_\_\_\_\_;  
 Condominium # units \_\_\_\_\_;  
 Sorority # units \_\_\_\_\_;  
 Fraternity # units \_\_\_\_\_;
- D. Office/Store;
- E. Industrial;
- F. Parking lot # of stalls \_\_\_\_\_;
- G. Other;

City of Whitewater  
Application for Plan Review

**IDENTIFICATION AND INFORMATION ON APPLICANT(S):**

Applicant's Name: CRAIG POPE  
Applicant's Address: P.O.B 2467  
JANESVILLE WI 53547 Phone # 414-217-9953

Owner of Site, according to current property tax records (as of the date of the application):  
CRAIG POPE

Street address of property: 804-808 WEST WALWORTH AV

Legal Description (Name of Subdivision, Block and Lot or other Legal Description):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agent or Representative assisting in the Application (Engineer, Architect, Attorney, etc.)

Name of Individual: ~~J.G. SAMUELS~~ JIM SAMUELS

Name of Firm: J.G. SAMUELS

Office Address: NORTH PRINCE, WI

Phone: 262-392-2166

Name of Contractor: C.A. POPE INC

Has either the applicant or the owner had any variances issued to them, on any property?  YES  NO

If YES, please indicate the type of variance issued and indicate whether conditions have been complied with.  
EXISTING BUILDING - REAR YARD SETBACK

**EXISTING AND PROPOSED USES:**

Principal Use: RETAIL PETROLEUM - CONVENIENCE STORE

Current Land Use:

Accessory or Secondary Uses: \_\_\_\_\_

Proposed Use

REZONE ADJACENT LOT TO B-1 OR PCD ALLOWING  
EXPANSION TO INCREASE PARKING AND MOVE WALWORTH ST  
ACCESS - HOUSE (818 WALWORTH) TO BE RAZED 826 WALWORTH  
TO BE REMODELED TO CREATE A VALUE TO NEIGHBORHOOD  
VALUES.

No. of occupants proposed to be accommodated: SAME AS EXISTING

No. of employees: ~~UNKN~~ 3-5

Zoning District in which property is located: 818 WALWORTH IS CURRENTLY R-1/ B-1  
IS EXISTING BUSINESS LOCATION

Section of City Zoning Ordinance that identifies the proposed land use in the Zoning District in which the property is located: \_\_\_\_\_

**PLANS TO ACCOMPANY APPLICATION**

Applications for permits shall be accompanied by drawings of the proposed work, drawn to scale, showing, when necessary, floor plans, sections, elevations, structural details, computations and stress diagrams as the building official may require.

**PLOT PLAN**

When required by the building official, there shall be submitted a plot plan in a form and size designated by the building official for filing permanently with the permit record, drawn to scale, with all dimension figures, showing accurately the size and exact location of all proposed new construction and the relation to other existing or proposed buildings or structures on the same lot, and other buildings or structures on adjoining property within 15 feet of the property lines. In the case of demolition, the plot plan shall show the buildings or structures to be demolished and the buildings or structures on the same lot that are to remain.

**STANDARDS**

STANDARD	APPLICANT'S EXPLANATION
A. The proposed structure, addition, alteration or use will meet the minimum standards of this title for the district in which it is located;	YES, PROVIDED REZONING IS GRANTED ON RESIDENTIAL PARCEL TO B-1 OR PCO
B. The proposed development will be consistent with the adopted city master plan;	YES.
C. The proposed development will be compatible with and preserve the important natural features of the site;	YES
D. The proposed use will not create a nuisance for neighboring uses, or unduly reduce the values of an adjoining property;	YES, REDEVELOPMENT SHOULD ENHANCE EXISTING CORNER LOCATION, REMOVING THE HOUSE, ELIMINATES AN UNSIGHTLY HOUSE, REMODELING NEXT HOUSE (826 WAC) SHOULD BE A BENEFIT TO THE NEIGHBORHOOD AND ALSO CREATE A NICER "BUFFER"

AND ALSO INCREASE VALUE IN THE NEIGHBORHOOD

STANDARD	APPLICANT'S EXPLANATION
<p>E. The proposed development will not create traffic circulation or parking problems;</p>	<p>YES, PARKING WILL BE MORE "FRIENDLY"  ALSO INCREASING PARKING WILL BE  REMOVED FROM WALWORTH AVE CREATING BETTER  LANDSCAPING AND SAFER FLOW OF VEHICLE  TRAFFIC, ALSO LESS "VISUAL" CONGESTION ALONG  (WALWORTH - EXISTING FLOW HAS BEEN OK)</p>
<p>F. The mass, volume, architectural features, materials and/or setback of proposed structures, additions or alterations will appear to be compatible with existing buildings in the immediate area;</p>	<p>YES - BUILDING ELEVATIONS TO CHANGE  INCORPORATING BRICK AND STONE  BUILDING WILL BE MORE ATTRACTIVE  AWNINGS AND COLUMNS TO BE REMOVED.  BUILDING WILL BE MORE FRIENDLY TO  THE NEIGHBORHOOD - LESS OF A COMMERCIAL  LOOK...</p>
<p>G. Landmark structures on the National Register of Historic Places will be recognized as products of their own time. Alterations which have no historical basis will not be permitted;</p>	<p>N-A</p>
<p>H. The proposed structure, addition or alteration will not substantially reduce the availability of sunlight or solar access on adjoining properties.</p>	<p>YES/NONE</p>

**CONDITIONS**

The City of Whitewater Zoning Ordinance authorizes the Plan Commission to place conditions on approved uses. Conditions can deal with the points listed below (Section 19.63.080). Be aware that there may be discussion at the Plan Commission in regard to placement of such conditions upon your property. You may wish to supply pertinent information.

"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 required by the Plan and Architectural Review Commission upon its finding that these are necessary to fulfill the purpose and intent of this Ordinance.

"Plan Review" may be subject to time limits or requirements for periodic reviews where such requirements relate to review standards.

*Cecilia Pope*

Applicant's Signature

10-17-2011

Date

**APPLICATION FEES:**

*Fee for Plan Review Application: \$100*

Date Application Fee Received by City 10-21-11

Receipt No. 6. 009497

Received by J. Wegner

**TO BE COMPLETED BY CODE ENFORCEMENT/ZONING OFFICE:**

Date notice sent to owners of record of opposite & abutting properties: 10-31-11

Date set for public review before Plan & Architectural Review Board: 11-14-11

**ACTION TAKEN:**

Plan Review: \_\_\_\_\_ Granted \_\_\_\_\_ Not Granted by Plan & Architectural Review Commission.

**CONDITIONS PLACED UPON PERMIT BY PLAN AND ARCHITECTURAL REVIEW COMMISSION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Plan Commission Chairman

\_\_\_\_\_  
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 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 Director. 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 planning consultant still need to ensure that your proposal meets all City



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

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. 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. For simple submittals not requiring a public hearing, this may be reduced to two weeks in advance. 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 planning consultant 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 the 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 Director and/or planning consultant 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.



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

### 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 City Neighborhood Services Director 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 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
<b>Minor Site/Building Plan</b> (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
<b>Major Site/Building Plan</b> (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
<b>Conditional Use Permit with no Site Plan Review</b> (e.g., home occupation, sale of liquor request, substitution of use in existing building)	\$up to \$600
<b>Rezoning</b>	
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
<b>Land Division</b>	
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
<b>Annexation</b>	\$200 to \$400
Note on Potential Additional Review Costs: 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 -----

### Applicant's Information:

Name of Applicant:

CRAIG POPE

Applicant's Mailing Address:

P.O.B 2467

JANESVILLE WI 53547

Applicant's Phone Number:

414-217-9953

Applicant's Email Address:

ca.pope@inc@yahoo.com

### Project Information:

Name/Description of Development:

FIVE POINTS ~~804-808~~

Address of Development Site:

804-808 W. WALWORTH AV

Tax Key Number(s) of Site:

BIR - 00014

### Property Owner Information (if different from applicant):

Name of Property Owner:

CRAIG POPE

Property Owner's Mailing Address:

P.O.B 2467

JANESVILLE, WI 53547



# Cost Recovery Certificate and Agreement

## Section B: Applicant/Property Owner Cost Obligations

----- To be filled out by the City's Neighborhood Services Director -----

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.

*Craig A. Pope*  
 Signature of Applicant/Petitioner

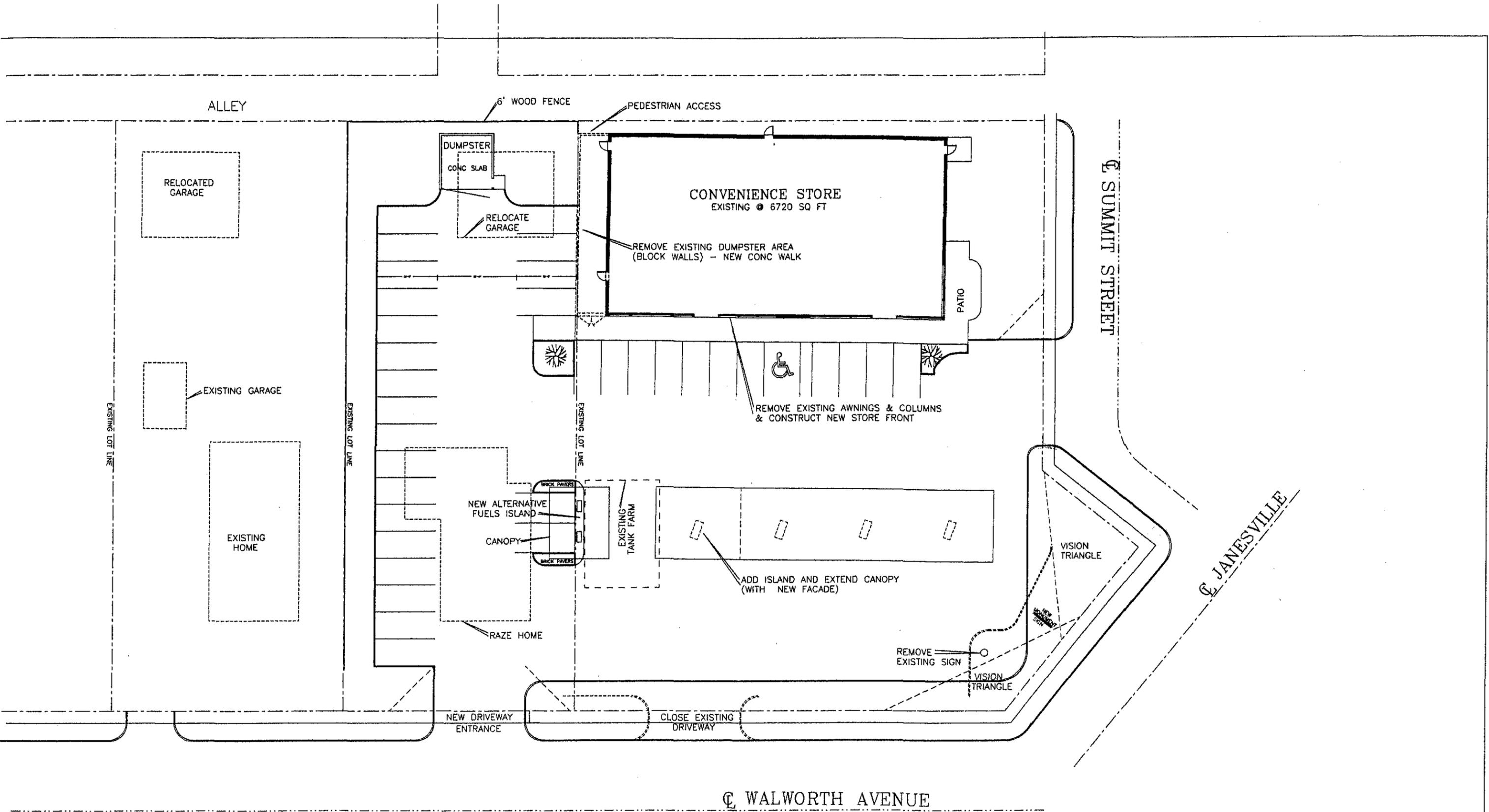
CRAIG A. POPE  
 Printed Name of Applicant/Petitioner

10-21-2011  
 Date of Signature

\_\_\_\_\_  
 Signature of Property Owner (if different)

\_\_\_\_\_  
 Printed Name of Property Owner (if different)

\_\_\_\_\_  
 Date of Signature



FIVE POINTS - CONCEPTUAL SITE PLAN

1" = 30'



FIVE POINTS BP/CONVENIENCE  
804 W WALWORTH AV WHITEWATER WI

OCTOBER 16, 2011 PLAN #11-10-16



Neighborhood Services -  
 Code Enforcement & Zoning  
 312 W. Whitewater Street  
 P.O. Box 178  
 Whitewater, Wisconsin  
 53190

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www.whitewater-wi.gov  
 Telephone: (262) 473-0540 Ext. 243

To: City of Whitewater Plan and Architectural Review Commission  
 From: Latisha Birkeland, Neighborhood Services Manager  
 Date: November 8, 2011  
 RE: Concept Plan Review for Five Points BP, Site Expansion and Additional Fuel Island

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**Summary of Request**

- Request Approval:** Concept Plan Review (no formal action requested)
- Proposed Use:** Gas station, convenience store/retail
- Location:** 804, 808, and 818 W. Walworth Avenue
- Current Zoning:** B-1 (804 and 808 W. Walworth) and R-2 (818 W. Walworth)
- Comprehensive Plan Future Use Designations:** "Community Business" (804 and 808 W. Walworth) and "Single Family Residential-City" (818 W. Walworth).
- Current Land Uses:** Gas station and convenience store (804 and 808 Walworth) and single family residences (818 Walworth)
- Surrounding Zoning and Land Use:**
  - Zoning:** North, R-2; East, R-2; South, B-1; West, R-2
  - Land Use:** North, Single Family; East, Two-Family; South, Single Family; West, Single Family

**Brief History of Project or Site:**

The site is at the northwest corner of the "five points" intersection (W. Walworth Ave and S. Janesville St.). The eastern half of the proposed site is currently occupied by a convenience store, currently vacant adjacent commercial space, and fuel pumps. The western half of the proposed site is currently a non-owner occupied single-family home (previously rental property). The site is surrounded by residential neighborhoods with a mix of renter and owner-occupied housing. This commercial intersection was identified in the Comprehensive Plan as a key redevelopment area.

The applicant for this site previously came before the Plan Commission on June 13<sup>th</sup>, 2011 for a concept review that included a carwash. The current concept plan review has replaced the proposed carwash with a new fuel island. On 9/14/95 the site was granted a variance to have a 3.6 foot rear yard setback instead of a 20 foot rear yard setback.

### **Analysis of Proposed Project**

If the project moves forward, it would require the following approvals:

- Comprehensive Plan Amendment – Changing the future land use designation of 818 W. Walworth to “Community Business.” The Council is the approval authority for comprehensive plan amendments, after Plan Commission recommendation and Council public hearing.
- Rezoning – 818 W. Walworth Avenue from R-2 to B-1. The Council is the approval authority for rezoning, after Plan Commission recommendation and Council public hearing.
- Certified Survey Map (CSM) – to combine the two lots into one. This may require Council approval if any land or easements are proposed to be dedicated.
- Conditional Use Permit – if rezoned B-1, “all uses with drive-in and drive-through facilities” and “gasoline service stations” are all conditional uses. The Plan Commission is the approval authority for conditional use permits, after a public hearing.
- Site Plan Approval – requires Plan Commission approval.

The analysis that follows is based on the standards that would be used in consideration of the approvals listed above, recognizing that additional plan materials and analysis would be required at such time and full analysis is not possible today.

Standard	Evaluation	Comments
<b>Comprehensive Plan and Detailed Neighborhood Plan</b>		
1) Consistency with Comprehensive Plan's Future Land Use Map designation.	Amendment needed	The western lot (818) is currently planned for "Single-Family Residential-City" use, which is inconsistent with the proposed project. The City would have to amend its Future Land Use map to "Community Business" use. It is also recommended the City revisit the future land use designation of the lots directly south of Walworth Avenue from the proposed site. Such lots are also designated as "Single-Family Residential-City" but are zoned B-1.
2) Consistency with other applicable Comprehensive Plan policies.	Met	This intersection already has neighborhood-oriented businesses. The proposed project would extend the boundaries of this commercial node, within the same block, and would maintain a contiguous area of commercial activity. Further, this intersection was identified in the Comprehensive Plan as a key redevelopment area. Plan policies also support enhancements and investments in existing commercial areas.
3) Consistency with any detailed neighborhood plan covering area.	n/a	None covering area.
<b>Conditional Use Permit Standards (see section 19.66.050 of zoning ordinance)</b>		
4) The establishment, maintenance, or operation of the conditional use will not create a nuisance for neighboring uses or substantially reduce the values of other property.	Subject to further review when detailed plans submitted at later date	Additional fencing is proposed along the western side of the site. This fence would extend further into the front yard setback for screening to the residential property to the west. This fence may not be within the vision triangle. A detailed lighting plan will be required. Since the proposed concept plan no longer includes a car wash, but still includes the additional screening; current nuisances for the neighborhood may even be reduced.
5) Adequate utilities, access roads, parking, drainage, landscaping, and other necessary site improvements are being provided.	Subject to further review when detailed plans submitted at later date	The proposed parking and driveway access arrangement would be an improvement. See other more detailed comments in the sections below.

Standard	Evaluation	Comments
6) The conditional use conforms to all applicable regulations of the district in which it is located, unless otherwise specifically exempted in this ordinance [or through a variance].	Subject to further review when detailed plans submitted at later date	See other more detailed comments in the sections below.
7) The conditional use conforms to the purpose and intent of the city master [comprehensive] plan.	Met	See “Comprehensive Plan and Detailed Neighborhood Plan” section above.
8) The conditional use and structures are consistent with sound planning and zoning principles.	Subject to further review when detailed plans submitted at later date	Subject to more detailed comments below, the proposed use and orientation of the site seems reasonable, given its location in the community, City plans for the area, and the current use of ½ of the proposed site.
<b>Compliance with Site Plan Review Guidelines (see section 19.63.100 of zoning ordinance)</b>		
9) The proposed structure, addition, alteration, or use will meet the minimum standards of this title for the district in which it is located.	Subject to further review when detailed plans submitted at later date	See “Applicable Ordinance Standards” section below.
10) The proposed development will be consistent with the adopted city master [Comprehensive] plan.	Amendment needed	See “Comprehensive Plan and Detailed Neighborhood Plan” section above.
11) The proposed development will be compatible with and preserve the important natural features of the site.	Subject to further review when detailed plans submitted at later date	With the CUP/site plan submittal, existing mature trees on and adjacent to the site should be indicated (location, species, and trunk size), and attempts should be made to preserve them, per the City’s landscaping guidelines.  Landscaping requirement of 30% on the new lot shall be required.
12) The proposed use will not create a nuisance for neighboring uses or unduly reduce the values of an adjoining property.	Subject to further review when detailed plans submitted at later date	See row 4) above.

Standard	Evaluation	Comments
13) The proposed development will not create traffic circulation or parking problems.	Subject to further review when detailed plans submitted at later date	See "Other Applicable Zoning Ordinance Standards" and "Engineering Design Standards" sections below.
14) The mass, volume, architectural features, materials, and/or setback of proposed structures, additions, or alternations will appear to be compatible with existing buildings in the immediate area.	Subject to further review when detailed plans submitted at later date	It is suggested that the applicant provide some initial details regarding the new gas canopy/fuel island at the Plan Commission meeting. Detailed elevations of all proposed structures (colors, building materials, dimensions) will be required as part of the CUP/site plan application.
15) Landmark structures on the National Register of Historic Places will be recognized as products of their own time. Alterations which have no historical basis will not be permitted.	n/a	No historic structures involved.
16) The proposed structure, addition, or alteration will not substantially reduce the availability of sunlight or solar access on adjoining properties.	Subject to further review when detailed plans submitted at later date	Verify height of alternative island canopy for fuel station.
<b>Other Applicable Zoning Ordinance Standards</b>		
17) Setbacks	Subject to further review when detailed plans submitted at later date	<p>B-1 district allows "no parking areas, circulation drives, or accessory buildings within the required front yard," which is 30 feet. The applicant will need to address the parking/circulation in the front yard. It is recommended that the applicant move the parking back to the 30 foot setback from the access on Walworth Ave. Or the applicant may also apply for a variance to this requirement.</p> <p>B-1 district requires dumpsters to meet rear setbacks of 30 feet where abutting a residential district. The property has an approved variance on file for the reduction of the rear yard setback from 20 feet to 3.6 feet. The proposed dumpster shall meet this requirement.</p>

Standard	Evaluation	Comments
18) Building and site dimensions	Subject to further review when detailed plans submitted at later date	Based on concept plans, it appears building and site dimensions for the B-1 district would be met.
19) Exterior lighting	Subject to further review when detailed plans submitted at later date	CUP/site plan application must include detailed lighting plan, subject to Section 19.57.150 of zoning ordinance. Attention to minimizing light spill over onto next door housing should be practiced.
20) Parking (inc. curbing policy)	Subject to further review when detailed plans submitted at later date	Per City curbing policies, all hard surfaces must be curbed. The 32 parking stalls currently shown may or may not meet City requirements. City requirements are 1 stall/250 sf of primary floor area, which does not include storage, bathrooms, and other spaces not used by customers. Therefore, as part of his CUP/site plan application; the applicant should provide detailed calculations of <u>primary</u> floor area to determine if the proposed 32 stalls meets the City's parking requirements. The CUP/site plan application should also indicate the number and location of handicapped spaces, per ADA requirements.
21) Signage	Subject to further review when detailed plans submitted at later date	Since the last conceptual review of this site, Mr. Pope has adjusted the location of the proposed monument sign. The new proposed location fits within the City's vision triangle requirements that prevent obstructing visibility at the intersection. Per City signage requirements, the applicant may have one freestanding sign, up to 140 sf. The freestanding sign square footage allowance may be divided between a monument sign and fuel canopy sign. Up to one wall sign is permitted per tenant, covering up to 10% of the front façade area. Walls signs may be on Walworth Avenue or Summit St. façades.
<b>Engineering Design Standards</b>		
22) Stormwater and grading	Subject to further review when detailed plans submitted at later date	<p>There is a stormwater capacity issue downstream. As part of the CUP/site plan application, applicant should prepare plans regarding how stormwater will be managed on site (e.g., surface or underground storage). Alternatively, the applicant and City could potentially work out a fee-in-lieu of on-site management arrangement, which the City could use downstream capacity issues.</p> <p>The applicant should indicate on the CUP/site plan application the total hard surface on the site.</p>

Standard	Evaluation	Comments
23) Sewer and water utilities	Subject to further review when detailed plans submitted at later date	Detailed utility plans must be submitted as part of the CUP/site plan application.  Fire Chief has approved the current fire hydrant locations for this site. No additional hydrants are necessary.
24) Roads/transportation	Subject to further review when detailed plans submitted at later date	The driveway into the current gas station would be relocated farther west. This is desirable because it moves the driveway away from the "five points" intersection. The driveway will need to meet the required setback.
<b>Other/Miscellaneous Issues or Standards</b>		
25) Completeness/accuracy of submittal	Generally met	Conceptual elevation sketch would be appreciated. Site plan, CUP, and rezoning submittals will need to meet requirements of Sections 19.63, 19.66, and 19.69. CSM also required.
26) Landscaping guidelines	Subject to further review when detailed plans submitted at later date	Detailed landscaping plans must be submitted as part of the CUP/site plan application, and should meet the City's landscaping guidelines and indicate the quantity, location, species, and installation size of all proposed landscaping. Must also show the location of mature trees and what measures will be taken to protect the trees proposed to remain.
27) Building design	Subject to further review when detailed plans submitted at later date	See row 14) above.
28) Site design	Subject to further review when detailed plans submitted at later date	Public access easements may be required for sidewalk along the eastern side of the site (triangle area), unless that sidewalk is relocated as shown on marked-up plan.



 B-2 Central Business District  
 R-2 One and Two Family Residential

Walworth Ave

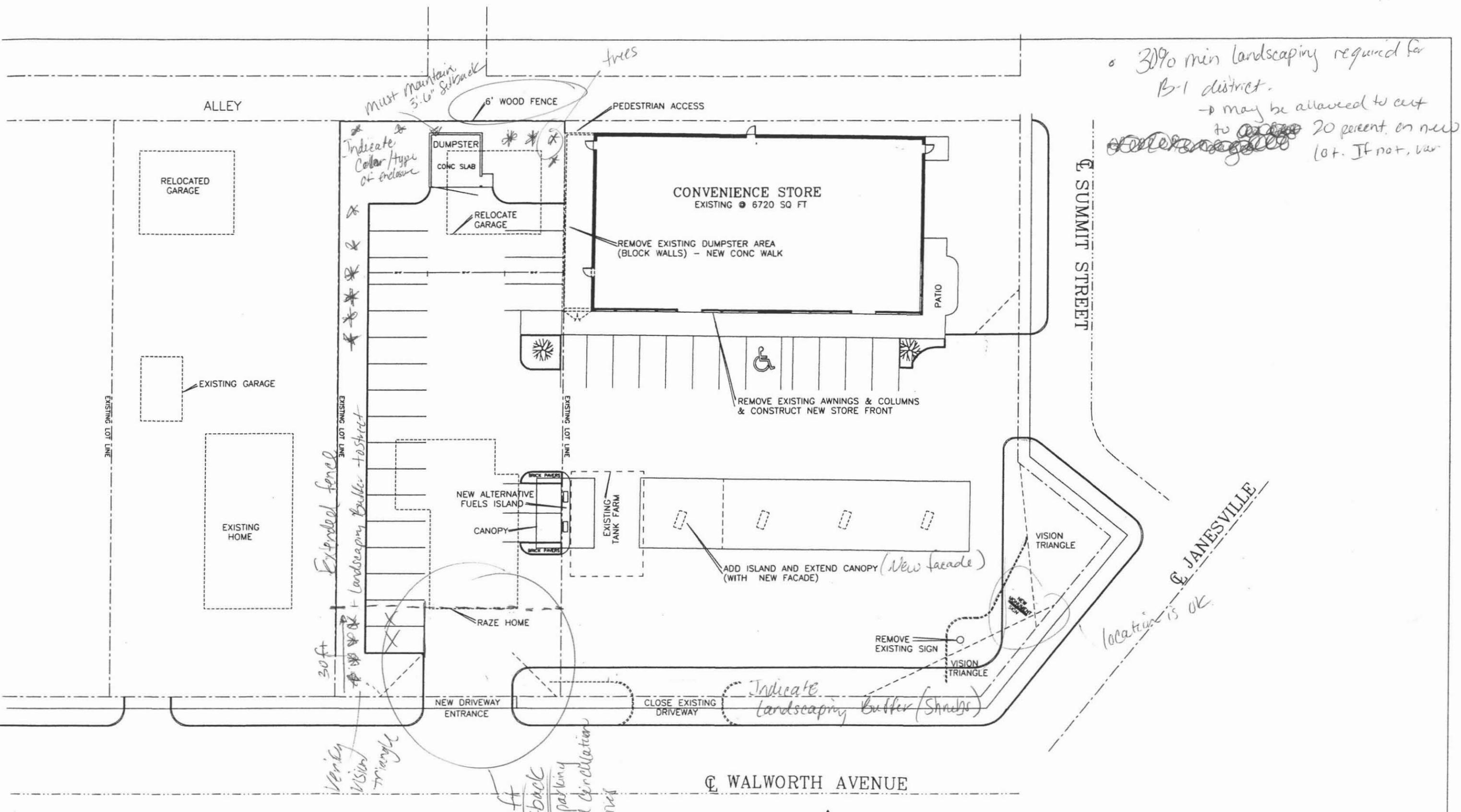
818

804/808

Summit

Janesville





• 30% min landscaping required for B-1 district.  
 → may be allowed to cut to ~~20 percent~~ 20 percent on new lot. If not, var

FIVE POINTS - CONCEPTUAL SITE PLAN

1" = 30'



FIVE POINTS BP/CONVENIENCE  
 804 W WALWORTH AV WHITEWATER WI

OCTOBER 16, 2011 PLAN #11-10-16

CITY OF WHITEWATER, WISCONSIN  
DECISION AND ORDER OF THE BOARD OF ZONING APPEALS

**CASE:** Craig Pope, P. O. Box 2473, Janesville, WI 53547 (440 S. Summit St., Whitewater  
8/10/95

**FILED:** 7/25/95

**HEARING:** 8/31/95

**DECISION:** 9/14/94 95

Gas station/convenience store, variance to side & rear yard setbacks & change to Walworth Ave  
address

FINDINGS OF FACT

The Board of Zoning Appeals has found that the following facts and conditions exist:

A. The particular physical surroundings, shape, or topographical conditions of the specific property involved would result in a particular 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 and air to adjacent property or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the neighborhood.

E. The plans as submitted with the conditions required by the Plan Commission (attached) (meeting of 8/28/95) will enhance the value of the property and improve the conditions of the current building.

DECISION

In accordance with the Code of Ordinances of the City of Whitewater, Incorporated herein by reference, the board determined that the decision of the Building Inspector is overruled, and the variance is granted as follows: The Building Inspector is directed to grant the building permit as required for the variances requested for the gas station/convenience store according to plans submitted to include the conditions recommended by the Plan Commission. ORDER

IT IS HEREBY ORDERED that the Building Inspector may proceed with the next step in the procedure regarding the issuance of the building permit in accordance with the zoning ordinance, and that this variance shall expire within six (6) months unless substantial work has commenced pursuant to such grant.

BOARD OF ZONING APPEALS.

BY:

Paula J. Melton, Chairman  
Andrew B. Roste, Secretary

COPY OF DECISION TO: Zoning Administrator/Building Inspector, Board of Zoning Appeals Members, Appellant, Plan Commission, News Media

## Jane Wegner

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**From:** Jane Wegner  
**Sent:** Thursday, November 10, 2011 8:53 AM  
**To:** Bruce Parker; Daniel Comfort (comfortd@hotmail.com); deadeye1@charter.net; Donna Henry; Greg Meyer; Gregg Torres; karen coburn; Kevin Martin; Lynn Binnie; Marilyn Kienbaum; Rod Dalee  
**Cc:** Latisha Birkeland; Kevin Brunner; Wally McDonell; 'Scott Harrington'  
**Subject:** FW: 5 points BP packet information

Plan Commission,

I received the following email in response to the notification of conceptual review for the proposed changes to the 5 Points BP. This item is on the Plan Commission agenda for Monday night, November 14th. Please see below.

Thanks,

Jane Wegner  
Administrative Assistant  
Neighborhood Services  
City of Whitewater  
262-473-0540 ext. 244  
[jwegner@whitewater-wi.gov](mailto:jwegner@whitewater-wi.gov)

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**From:** Debora Grube [<mailto:dlgrube2326@att.net>]  
**Sent:** Wednesday, November 09, 2011 8:13 PM  
**To:** Jane Wegner  
**Subject:** Re: 5 points BP packet information

Hi Jane;

On behalf of Arthur Graham, 429 S. Whiton St., Whitewater and myself, Debora Grube, we wanted to let the City know that we have reviewed the plans for Craig Popes proposed expansion at 818 W. Walworth Ave. We are unable to attend the meeting scheduled for November 14 as we will be out of the state on that date. We wish to express our gratitude to Mr. Pope for revising and scaling back his plans to be more neighborhood friendly. Our one request would be that the City and Mr. Pope please make every effort to preserve the natural vegetative screen that currently exists on the west side of 818 W. Walworth Ave. This vegetative buffer protects the residential neighborhood from the lights, noise and other effects of a business next to residential property. If you could please express our appreciation and concerns to the City Plan and Architectural Review Commission, we would greatly appreciate it. Thank you in advance for your consideration in this matter. Art Graham and Deb Grube