

CITY OF WHITEWATER
PLAN AND ARCHITECTURAL REVIEW COMMISSION
Whitewater Municipal Building Community Room
May 11, 2015

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

Call to order and roll call.

Chairperson Meyer called the meeting of the Plan and Architectural Review Commission to order at 6:30 p.m.

Present: Greg Meyer, Bruce Parker, Lynn Binnie, Sherry Stanek, Tom Hinspater, John Tanis (Alternate). Absent: Daniel Comfort, Kristine Zaballos. Others: Wallace McDonell (City Attorney), Chris Munz-Pritchard (City Planner).

Hearing of Citizen Comments. There were no comments.

Approval of the Plan Commission Minutes. Moved by Stanek and seconded by Binnie to approve the Plan Commission minutes of April 13, 2015. Aye: Stanek, Binnie, Parker, Tanis, Hinspater, Meyer. Motion approved.

Review Certified Survey Map to combine 3 lots at 1014 W. Main Street. City Planner Chris Munz-Pritchard explained that this certified survey map is to combine the 3 lots into 1 lot for the approved 9 townhouses development.

Moved by Binnie and seconded by Tanis to approve the certified survey map for 1014 W. Main Street. Aye: Binnie, Tanis, Stanek, Parker, Hinspater, Meyer. No: None. Motion approved.

Public hearing for a change in the District Zoning Map to enact an ordinance to impose the B-1 (Community Business District) Zoning classification under Chapter 19.27 of the Zoning Ordinance of the City of Whitewater for a portion of the property located at 896 S. Janesville Street (tax parcel # /WUP 00316E) for Progressing Properties LLC. (Michael Sina). Chairperson Meyer opened the public hearing and public comment.

City Planner Chris Munz-Pritchard explained that a portion of the property belonging to 896 S. Janesville Street needed to be rezoned from AT (Agricultural Transition) to B-1 (Community Business) Zoning District. The lot was spliced off during construction of the bypass. They are just correcting the zoning of the parcel. The future land use for this area is designated as B-1.

There was no public comment. Chairperson Meyer closed the public hearing.

Moved by Binnie and seconded by Tanis to recommend to the City Council to impose the B-1 (Community Business) Zoning classification on the portion of the property located at 896 S. Janesville Street (tax parcel # /WUP 00316E). Aye: Binnie, Tanis, Stanek, Parker, Hinspater, Meyer. No: None. Motion approved.

Public hearing for a conditional use permit in a B-1 Zoning District, to allow for a trucking shop for truck repair at 896 S. Janesville Street for Luis Islas Martinez.

Chairperson Meyer opened the public hearing and for public comment.

City Planner Chris Munz-Pritchard explained that Luis Martinez plans to have a trucking shop for truck repair. She recommended that he establish reasonable hours; the apron be hard surfaced 6 feet into the property; install landscaping to distinguish between parking area and yard; there are current violations on the property that are needed to be fixed; if building in the future, a certified survey map will be required to combine the two lots.

Luis Martinez stated that he plans to plant grass, fix windows and doors, paint the building, and possibly install smart siding or metal on the front of the building, whatever the City wants. He also plans to fix all electrical. He owns two company trucks and does general maintenance on them. If there is a major issue, he takes them somewhere else to have them fixed.

There was no public comment. Chairperson Meyer closed the public hearing.

Plan Commission members commented that there is a pile of dirt on the property and crates of pickup truck cabs that will need to be moved because they are in the way; will the gravel be replaced with hard surface?; when doing the six foot apron area, why not continue up to the front of the building?; suggested the certified survey map to combine the lots be done sooner than later; work with the City Planner for maximum hours; and connection to City sewer and water.

Luis Martinez asked if the City would be able to help with the costs of the connection to city water and sanitary sewer. Eventually, he plan to hard surface the gravel area, but not at this time. When asked, Luis Martinez stated that he would work with the Planner to determine maximum hours for his business. They will be working mostly during regular business hours.

City Planner Chris Munz-Pritchard stated that sewer and water lines run along the front of the property. Plan Commission Member Parker stated that when the Janesville Street was redone, laterals should have been stubbed into the lot.

Moved by Tanis and seconded by Stanek to approve the conditional use permit for Luis Martinez to have a trucking shop at 896 S. Janesville Street subject to the City Planner's recommendations and approval of business hours. (See attached Conditional Use Permit.) Aye: Tanis, Stanek, Parker, Hinspater, Binnie, Meyer. No: None. Motion approved.

Discussion of Fencing. City Planner Chris Munz-Pritchard explained that there are a couple of instances where there is a gray area in the fencing ordinance. She recommended that the City request permits for fencing in the cases when there are potential issues between neighbors. She would just charge the base permit fee.

City Attorney McDonell stated that if the permit is voluntary, the City could charge the property owner the base fee at the Planner's recommendation.

Plan Commission members voiced concerns of: asking for permits for all fences, it would be cleaner that way; would a lot line survey be required?

Chris Munz-Pritchard stated that she would recommend getting a lot line survey.

Information Items:

- a. Possible future agenda items. Chairperson Meyer stated that elections will be held at the May Plan Commission meeting. (They include Chairperson, Vice Chairperson, Plan Commission Representative to the Community Development Authority, Plan Commission Representative to the Urban Forestry Commission, and Plan Commission Representative to the Technology Park Architectural Review Committee.)

When asked about the status of the Parking Ordinance, City Planner Munz-Pritchard stated that she is still waiting on some input for the Parking Ordinance.

- b. Next regular Plan Commission Meeting – June 8, 2015.

Moved by Tanis and seconded by Parker to adjourn. The motion was approved by unanimous voice vote. The meeting adjourned at approximately 7:10 p.m.

Chairperson Greg Meyer



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

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CONDITIONAL USE PERMIT

Plan Commission Meeting Date: May 11, 2015
Real Estate Property Owner: Progressing Properties LLC. (Michael Sina)
Applicant: Luis Islas
Property ID Number: /WUP 00316D & /WUP 00316E
Property Address: 896 S. Janesville Street
Whitewater, WI 53190

REGARDING: A conditional approval of a conditional use permit to allow for a trucking repair shop at 896 S. Janesville Street.

Approved subject to the following conditions:

1. The business needs to establish reasonable hours of operation.
2. Our records indicate that there is a Well and Private Onsite Wastewater Treatment System (POWTS) located on the premises.
 - a. The Well is out of compliance according to City Code: 16.04.095 (b)-(f).
 - b. If the POWTS system is over 20 years old the system may be showing signs of failing meaning the building is not considered habitable and will need to meet City Code: 16.12.070

The City is requesting that the proper steps be taken to seal the well and connect to the City water and sewage utilities.

3. The Neighborhood Service Department has issued violations of City ordinance 14.05 home/building repairs for this property. The City is requesting that the proper steps be taken to correct the violations.
4. At minimum a driveway apron made of a hard surface such as concrete or asphalt is placed at the entrance of the drive. The apron needs to be six (6) feet from the back of the curb towards the property.
5. Landscaping needs to be placed on the property to better differentiate the lawn from the parking.

6. A Certified Survey Map (CSM) is required to join the two lots into one.
7. Any other conditions identified by City Staff or the Plan Commission.

Chris Munz-Pritchard/City Planner

Date