

# MEMORANDUM

To: City of Whitewater Plan and Architectural Review Commission

From: Allison Schwark, Zoning Administrator

Date: November 11, 2025

Re: Conditional Use Permit, and Site Plan Review, and 4 Lot Certified Survey Map

Summary of Request	
<b>Requested Approvals:</b>	Conditional Use Permit (CUP) Site Plan Review Certified Survey Map
<b>Location:</b>	216 Main Street (/TRA 00003)
<b>Current Land Use:</b>	Vacant
<b>Proposed Land Use:</b>	Zero Lot Line Townhome Development (Residential)
<b>Current Zoning:</b>	B-2 Central Business District
<b>Proposed Zoning:</b>	N/A
<b>Future Land Use, Comprehensive Plan</b>	Central Business

## Staff Review

The applicant is requesting a conditional use permit for first floor residential use in the B-2 zoning district. Habitat for Humanity has partnered with the City of Whitewater to complete a residential project located at 216 Main Street. The parcel previously had a dilapidated building on the site, and in previous years had been used as a vehicle parking area. The building has since been razed, and old alleyway has been formally vacated, and the site is ready for new development. Habitat for Humanity has proposed 2, two story side by side townhomes with a zero lot lines. Each side of the townhome will be constructed and sold individually as affordable housing options for the City of Whitewater. Each unit will contain 3 bedrooms, 1.5 bathrooms, and a full basement. The B-2 district requires a conditional use permit for all residential uses on

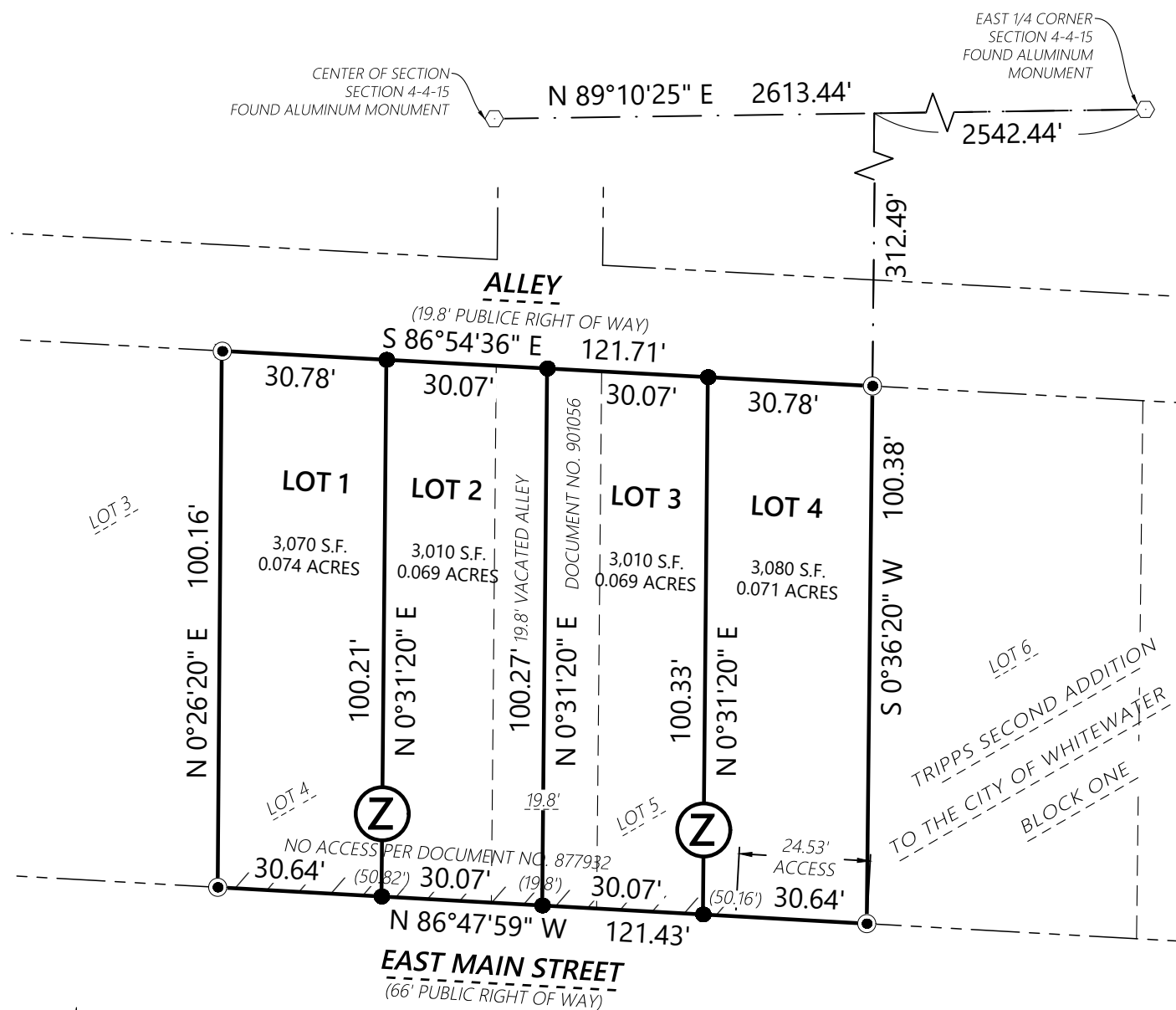
the first floor. Within the B-2 district, there shall be no minimum required ordinance design and dimensional standards or setbacks. This is being done to allow the most flexibility in the reuse and redevelopment of downtown. Therefore, the proposed development complies with all requirements of the B-2 zoning district. The proposed townhome project will act as a good transition between the downtown commercial uses, and the residential properties nearby. The adjacent properties directly north and east are all residential homes. In addition to the conditional use permit and site plan review, the applicant has provided a 4 lot Certified Survey Map (CSM) for consideration. The proposed CSM shows that the alleyway has been formally and legally vacated, and one lot will be converted into four, in preparation for the zero lot line duplexes to be constructed. The proposed CSM complies with all requirements of the B-2 district, and zero lot line development is permitted within this zoning designation. The lot sizes are consistent with typically zoned B-2 parcels.

### **Planner's Recommendations**

- 1) Staff recommend that Plan Commission **APPROVE** the Conditional Use Permit, Site Plan Review, and 4 Lot CSM for first floor residential and new construction for the parcel located at 216 Main Street, tax key /TRA 00003 with the following conditions:
  - a. All lighting shall comply with the City of Whitewater Ordinances.
  - b. All zoning and building permits for construction be properly obtained.
  - c. Landscaping shall be completed to the specifications of the site plan within 30 days after the completion of construction. Any deviation from the site plan shall require additional PARC approval.
  - d. Site plan shall not deviate from approved plans. Any deviation shall require additional PARC approval.
  - e. All residential development shall be subject to a park acquisition fee per dwelling unit and a park improvement fee per dwelling unit, payable before a building permit is issued. The fee will be recommended by the parks and recreation board and then approved by the common council. The fee will be on record at the city clerk's office. The amount of these fees may be reduced by any fee amount previously paid or credited at the time of subdivision, or by fifty percent if the new housing units are created as a result of the conversion or remodeling of a preexisting building. The park acquisition fee may also be reduced if sufficient land area was provided for park purposes at the time of subdivision, based on the calculations in Section 18.04.030(a)(1) of the Whitewater Municipal Code. The fee amounts shall be set by the city council.
  - f. Any other stipulations as indicated by the PARC.

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

OF LOTS 4 & 5 AND THE VACATED ALLEY BETWEEN SAID LOTS 4 & 5 IN BLOCK 1 OF TRIPP'S SECOND ADDITION TO THE CITY OF WHITEWATER, BEING IN PART OF THE NE 1/4 OF THE SW 1/4 & PART OF THE NW 1/4 OF THE SE 1/4 OF SECTION 4, T. 4 N., R. 15 E., OF THE 4TH P.M., CITY OF WHITEWATER, WALWORTH COUNTY, WISCONSIN

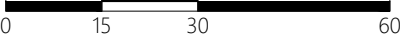


LOT PAIRING

THE FOLLOWING LOTS ARE TO BE COMBINED IN PAIRS FOR 1 STRUCTURE PER TWO LOTS

1 - 2	3 - 4
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Scale: 1" = 30'



DISTANCE UNITS BASED ON THE UNITED STATES SURVEY FOOT

BEARINGS BASED ON THE WISCONSIN COORDINATE REFERENCE SYSTEM, WALWORTH ZONE. THE NORTH LINE OF THE SOUTHEAST 1/4 BEARING NORTH 89° 10' 25" EAST

LEGEND

- Iron Rebar Set  
3/4" x 24"(1.5 Lbs./Ft.)
- ⦿ 3/4" Iron Rebar Found
- ⊙ Iron Pipe Found
- ⬡ Section Corner Monument Found
- ⓪ Zero Lot Line
- (XXX.XX) Record Information

ORDER NO: 35726

FIELD CREW: JLK  
DRAWN BY: JRT  
SHEET 1 OF 3

FOR THE EXCLUSIVE USE OF:

Habitat for Humanity of Walworth County  
PO Box 174  
Lake Geneva, WI 53147

**Batterman**  
engineers surveyors planners  
BELOIT | ELKHORN | JANESVILLE  
2857 S. Bartells Dr., Beloit, WI 53511  
608.365.4464 | www.rhbatterman.com



CERTIFIED SURVEY MAP NO. \_\_\_\_\_

OF LOTS 4 & 5 AND THE VACATED ALLEY BETWEEN SAID LOTS 4 & 5 IN BLOCK 1 OF  
TRIPP'S SECOND ADDITION TO THE CITY OF WHITEWATER, BEING IN PART OF THE NE 1/4  
OF THE SW 1/4 & PART OF THE NW 1/4 OF THE SE 1/4 OF SECTION 4, T. 4 N., R. 15 E., OF  
THE 4TH P.M., CITY OF WHITEWATER, WALWORTH COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE OF COMPLIANCE WITH STATUTE

*State of Wisconsin* } ss. I, Kristin J. Belongia, a Professional Land Surveyor, do hereby certify that I have  
*County of Walworth* } surveyed and mapped Lots 4 and 5 and the discontinued alley between Lots 4 and 5 in  
Block 1 of Tripp's Second Addition to the City of Whitewater, being part of the Northeast 1/4 of the Southwest 1/4  
and part of the Southwest 1/4 of the Southeast 1/4 of Section 4, T. 4 N., R. 15 E., of the 4th P.M., City of Whitewater,  
Walworth County, Wisconsin.

**DESCRIBED AS FOLLOWS:** Commencing at a found aluminum monument being the East 1/4 corner of aforesaid  
Section 4 (T. 4 N., R. 15 E.); thence South 89°10'25" West, along the north line of the Southeast 1/4 of said Section 4, a  
distance of 2,542.44 feet; thence South 00°36'20" West, a distance of 312.49 feet to a found 3/4" rebar at the  
Northeast corner of Lot 5, Block 1 of Tripp's Second Addition and the Point of Beginning; thence continuing South  
00°36'20" West a distance of 100.38 feet to a found 3/4" rebar at the Southeast corner of said Lot 5; thence North  
86°47'59" West a distance of 121.43 feet to a found 3/4" rebar at the Southwest corner of Lot 4 of aforesaid Tripp's  
Second Addition; thence North 00°26'20" East a distance of 100.16 feet to a found 3/4" rebar at the Northwest corner  
of said Lot 4; thence South 86°54'36" East a distance of 121.71 feet to the Point of Beginning.

Containing 12,180 square feet 0.280 acres more or less.

Subject to any easements, agreements, covenants and restrictions, recorded or unrecorded.

That such map is a correct representation of all exterior boundaries of the land surveyed and the division of that land.  
That I have made such survey, division and map by the direction of the Owner(s) of said land, and that I have  
complied fully with the provisions of Section 236.34 of the Wisconsin Statutes in surveying, dividing and mapping the  
same.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2025 at Beloit, Wisconsin.

Last day of field work September 23, 2025

ORDER NO: 35726

FIELD CREW: JLK  
DRAWN BY: JRT  
SHEET 2 OF 3

FOR THE EXCLUSIVE USE OF:

Habitat for Humanity of Walworth County  
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Lake Geneva, WI 53147

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CERTIFIED SURVEY MAP NO. \_\_\_\_\_

OF LOTS 4 & 5 AND THE VACATED ALLEY BETWEEN SAID LOTS 4 & 5 IN BLOCK 1 OF  
TRIPP'S SECOND ADDITION TO THE CITY OF WHITEWATER, BEING IN PART OF THE NE 1/4  
OF THE SW 1/4 & PART OF THE NW 1/4 OF THE SE 1/4 OF SECTION 4, T. 4 N., R. 15 E., OF  
THE 4TH P.M., CITY OF WHITEWATER, WALWORTH COUNTY, WISCONSIN

CORPORATE OWNERS CERTIFICATE

Habitat for Humanity of Walworth County, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, as Owner of the land described in the foregoing description, does hereby certify that said corporation caused the land described on this map to be surveyed, divided, mapped and dedicated as represented on the map.

Habitat for Humanity of Walwowrth County does further certify that this map is required to be submitted to the following for approval: City of Whitewater.

IN WITNESS WHEREOF, Habitat for Humanity of Walworth County has caused these presents to be signed by

\_\_\_\_\_, its CEO, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
\_\_\_\_\_, CEO

State of Wisconsin } ss. Personally came before me, this \_\_\_\_\_ day of \_\_\_\_\_, 2025,  
County of \_\_\_\_\_

\_\_\_\_\_ of the above-named corporation, to me known to be  
the person(s) who executed the foregoing certificate, and to me known to be such CEO of said corporation and  
acknowledged that they executed the foregoing certificate as such officers as the deed of such corporation, by its  
authority.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, Wisconsin  
My Commission Expires \_\_\_\_\_

CITY OF WHITEWATER APPROVAL CERTIFICATE

This Certified Survey Map, located in the City of Whitewater, is hereby approved by the City of  
Whitewater Plan and Architectural Review Commission, on this  
\_\_\_\_ day of \_\_\_\_\_, 2025.

By: \_\_\_\_\_  
Heather Boehm, City Clerk

# PLAT OF SURVEY AND BUILDING EXHIBIT

OF LOTS 4 & 5 AND THE VACATED ALLEY BETWEEN SAID LOTS 4 & 5 IN BLOCK ONE OF TRIPP'S SECOND ADDITION TO THE CITY OF WHITEWATER LYING AND BEING IN THE NE 1/4 OF THE SW 1/4 & NW 1/4 OF THE SE 1/4 OF SECTION 4, T. 4 N., R. 15 E., OF THE 4TH P.M.; CITY OF WHITEWATER, WALWORTH COUNTY, WISCONSIN



Scale: 1" = 20'



DISTANCE UNITS BASED ON THE UNITED STATES SURVEY FOOT





BEARINGS BASED ON THE WISCONSIN COORDINATE REFERENCE SYSTEM, WALWORTH ZONE. THE NORTH LINE OF THE SOUTHEAST 1/4 BEARING NORTH 89° 10' 25" EAST.

VERTICAL DATUM BASED ON NAVD-88 (2012)  
 GEOID 18 WISCONSIN

## LEGAL DESCRIPTION FOR DOC. NO. 1091685

LOTS 4 AND 5 AND THE DISCONTINUED ALLEY BETWEEN LOTS 4 & 5 IN BLOCK 1 OF TRIPP'S SECOND ADDITION TO THE CITY OF WHITEWATER, WALWORTH COUNTY, WISCONSIN. EXCEPT PARCEL 15 OF TRANSPORTATION PROJECT PLAT NO. 1407-075-4-01 RECORDED DECEMBER 30, 2013 AS DOCUMENT NO. 877927-4-01 RECORDED DECEMBER 30, 2013 AS DOCUMENT NO. 1407-075-4-01 RECORDED DECEMBER 30, 2013 AS DOCUMENT NO. 877932

## LEGEND

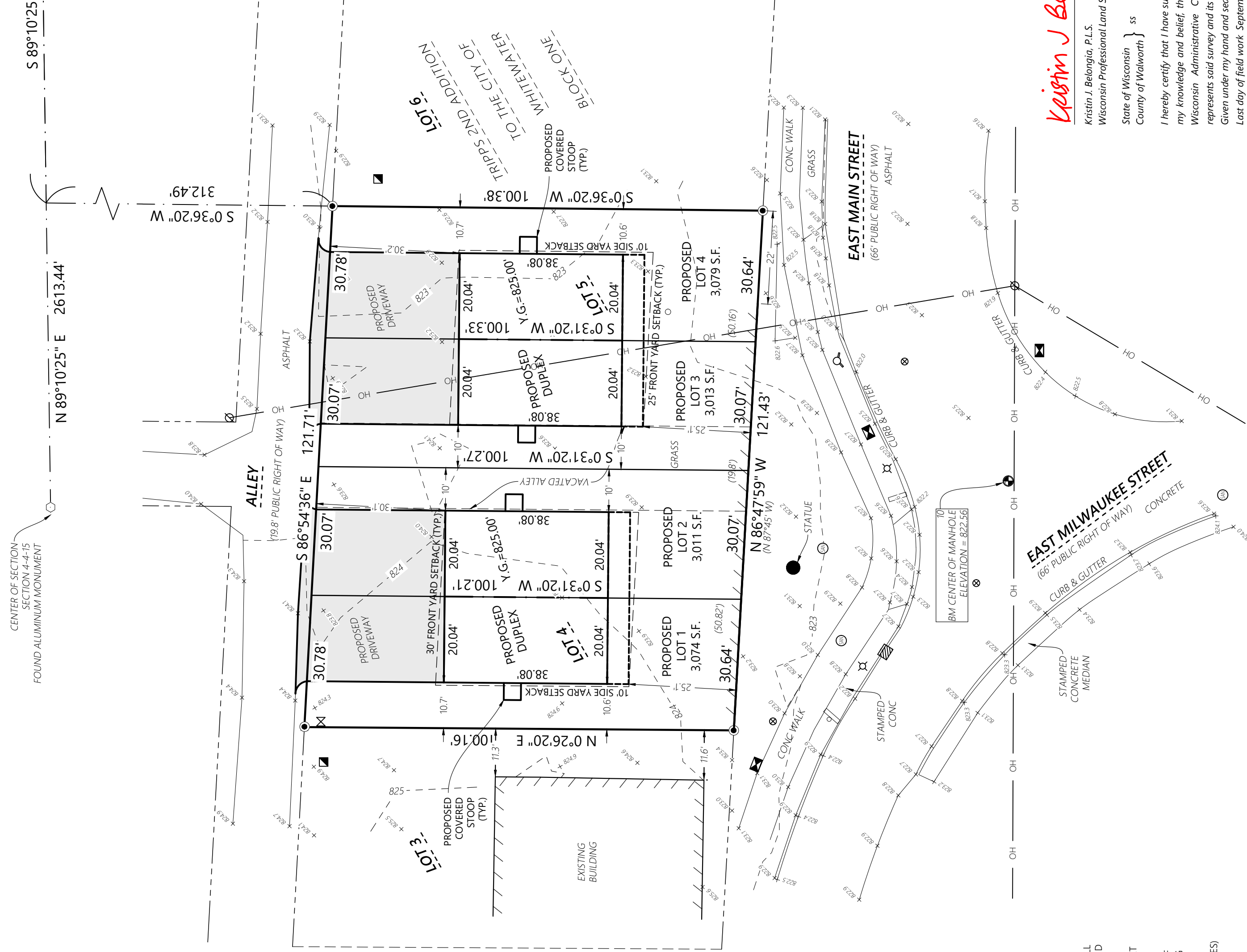
- |   |                             |
|---|-----------------------------|
|  | Existing Boundary Line      |
|  | Existing Right-of-Way       |
|  | Existing Adjacent Property  |
|  | Existing Centerline         |
|  | Existing Section Line       |
|  | Existing Telephone Pedestal |
|  | Existing Utility Vault      |
|  | Existing Overhead Power     |
|  | Existing Utility Pole       |
|  | Existing Light Pole         |
|  | Existing Water Valve        |
|  | Existing Fire Hydrant       |
|  | Existing Sanitary Manhole   |
|  | Existing Gas Valve          |
|  | Existing Sign               |
|  | Existing Spot Elevation     |

## SURVEY NOTES

1. SURVEYED PROPERTY SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS RECORDED AND UNRECORDED.
2. NO BUILDINGS EXIST ON SUBJECT PROPERTY AT THE TIME OF THIS SURVEY.
3. THIS SURVEY IS A RETRACEMENT OF A PLAT OF SURVEY PREPARED BY LAND-MARK SURVEYING DATED MAY 13, 2024.
4. SURVEYED LAND AREA = 12.180 5.F. (0.280 ACRES)

## MONUMENT KEY

- 3/4" Iron Rebar Found  
Benchmark  
Record Information



*Kristin J. Belongia*  
 Kristin J. Belongia, P.L.S.  
 Wisconsin Professional Land Surveyor  
 State of Wisconsin } ss  
 County of Walworth }

I hereby certify that I have surveyed and plotted the above described land according to my knowledge and belief, that the same is the true and correct location of the Wisconsin Administrative Center as represented said survey and its replat.

Given under my hand and seal of office this 1st day of field work. September 2011.

19





WE APPROVE THIS PLAN AS SHOWN, AND  
UNDERSTAND THAT NO STRUCTURAL CHANGES  
WILL BE MADE ONCE APPROVED.

CHECK BELOW IF APPLICABLE:  
CERTIFIED SIGNED AND SEALED TRUSS DRAWINGS FOR  
THE STATE OF \_\_\_\_\_ WILL BE REQUIRED FOR  
PERMITTING PURPOSES PRIOR TO SHIPMENT OF HOME.

PLEASE SIGN  
AND RETURN  
THIS COPY TO  
AMWOOD



$3/8" = 1'-0"$

**GENERAL NOTATIONS:**

THESE DRAWINGS ARE THE PROPERTY OF WINDSOR BUILDING SYSTEMS, LLC, AND SHALL NOT BE REPRODUCED, USED OR RELIED UPON IN ANY MANNER WITHOUT THE EXPRESSED WRITTEN CONSENT OF WINDSOR BUILDING SYSTEMS, LLC. WINDSOR BUILDING SYSTEMS, LLC, IS NOT RESPONSIBLE FOR ANY IS DIRECTED TO CONTACT WINDSOR BUILDING SYSTEMS, LLC, IN ORDER TO DETERMINE WHETHER CHANGES, MODIFICATIONS OR ADDITIONS HAVE BEEN MADE TO THESE DRAWINGS. WINDSOR BUILDING SYSTEMS, LLC, EXPRESSLY DISCLAIMS ALL RESPONSIBILITY AND LIABILITY WHERE THESE DRAWINGS ARE USED IN A PROJECT WHERE WINDSOR BUILDING SYSTEMS, LLC, HAS NO CONTROL OR RESPONSIBILITY FOR THE QUALITY OF MATERIALS AND WORKMANSHIP USED.

**TITLE: HABITAT  
WALWORTH  
WHITEWATER DUPLEX**

BY	CODE	DATE
<b>MKH</b>	WP	<b>08/13/25</b>

1st Floor Plan  
A-2.10

JOB NO. DH-2509

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8/13/2025 9:58:49 A



1/4" = 1'-0"

UNIT A 1ST FLOOR	761 SF
UNIT B 1ST FLOOR	761 SF

(1) FLOOR SQUARE FOOTAGE IS CALCULATED TO SHEATHING FACE  
(2) ALL DIMENSIONS ARE TO STUD FACE UNLESS NOTED  
(3) WALL INSULATION BY OTHERS - AMWOOD TO INSULATE CORNERS  
AND TUB/SHOWER AREAS  
(4) LOAD-BEARING DOOR AND WINDOW HEADERS TO BE (2) 2X10 #2 &  
BTR SPF UNLESS NOTED





UNIT A 2ND FLOOR	761 SF
UNIT B 2ND FLOOR	761 SF

## CUSTOMER APPROVAL

WE APPROVE THIS PLAN AS SHOWN, AND  
UNDERSTAND THAT NO STRUCTURAL CHANGES  
WILL BE MADE ONCE APPROVED.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
CUSTOMER SIGNATURE

CUSTOMER SIGNATURE

CHECK BELOW IF APPLICABLE:  
CERTIFIED SIGNED AND SEALED TRUSS DRAWINGS FOR  
THE STATE OF \_\_\_\_\_ WILL BE REQUIRED FOR  
PERMITTING PURPOSES PRIOR TO SHIPMENT OF HOME.

PLEASE SIGN  
AND RETURN  
THIS COPY TO  
AMWOOD

## FLOOR PLAN NOTES

- (1) FLOOR SQUARE FOOTAGE IS CALCULATED TO SHEATHING FACE
- (2) EXTERIOR DIMENSIONS ARE TO STUD FACE UNLESS NOTED, INTERIOR DIMENSIONS ARE TO STUD FACE
- (3) WALL INSULATION BY OTHERS - AMWOOD TO INSULATE CORNERS AND TUB/SHOWER AREAS
- (4) LOAD-BEARING DOOR AND WINDOW HEADERS TO BE (2) 2X10 #2 & BTR SPF UNLESS NOTED

**GENERAL NOTATIONS:**

- Although every effort has been made in preparing these plans, and checking them for accuracy, the contractor must check all dimensions and details, and must be responsible for the same.
- This print and/or set is the property of Arwood Homes, Inc., and use of this print is prohibited without the written consent of Arwood Homes, Inc.
- Arwood Homes, Inc. and/or its dealer shall have construction lien rights for use of their blueprints, drawings, plans and/or specifications.

## BASE PLAN: CUSTOM

**TITLE: HABITAT  
WALWORTH  
WHITEWATER DUPLEX**

BY	CODE	DATE
<b>MKH</b>	<b>WP</b>	<b>08/13/25</b>

## 2nd Floor Plan

### A-2.20

JOB NO. DH-2509

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8/13/2025 9:58:50

2

STAIR WALLS MATERIAL BY WINDSOR FIELD FRAMED BY OTHERS  
NON-BEARING WALLS MATERIAL BY WINDSOR FIELD FRAMED BY OTHERS  
PERIMETER WALLS MATERIAL BY WINDSOR FIELD FRAMED BY OTHERS  
ALL OTHER WALLS BY OTHERS  
DOORS BY OTHERS  
TRIM BY OTHERS  
CABINETS BY OTHERS

1. BASEMENT WINDOWS OTHER THAN NOTED, TO BE SIZED AND LOCATED BY BUILDER.
2. CONCRETE FOOTINGS AND SLABS SHALL BE REINFORCED IN ACCORDANCE WITH LOCAL, AND/OR STATE BUILDING CODES.
3. REGARDLESS OF DETAILS, BOTTOM OF FOOTINGS SHALL BE PLACED ON FIRM UNDISTURBED SOIL.

CHECK BELOW IF APPLICABLE:  
CERTIFIED SIGNED AND SEALED TRUSS DRAWINGS FOR  
THE STATE OF \_\_\_\_\_ WILL BE REQUIRED FOR  
PERMITTING PURPOSES PRIOR TO SHIPMENT OF HOME.

**Amwood**  
**BUILDING SYSTEMS**

2017 N. Harmony Town Hall Road  
Janesville, WI 53546  
608-756-2989 fax: 608-756-3443  
[www.amwoodhomes.com](http://www.amwoodhomes.com)

Item 3.

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TITLE: HABITAT  
WALWORTH  
WHITEWATER DUPLEX

[illegible]

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8/13/2025 9:58:50 AM


$$1/4'' = 1'-0''$$

UNIT A FINISHED BASEMENT	558 SF
UNIT B FINISHED BASEMENT	558 SF

3/8" = 1'-0"

