

PLANNED DEVELOPMENT (PD) PROCEDURE DETAIL

When is it Appropriate to File a PD?

A PD should encourage and allow more creative and imaginative design of land developments than are not possible under standard district zoning regulations. PD's are intended to allow substantially more flexibility in the form of relief from compliance with conventional zoning ordinance site and design requirements. Such flexibility should result in a development that is better planned, contains more amenities and ultimately, a development that is more desirable to live in than one produced in accordance with typical zoning ordinance and subdivision controls. Flexibility may be permitted where developments are architecturally and environmentally innovative, where natural vegetation and topography are preserved and where abundant usable open space is preserved to allow unique land use that is harmonious with the community; and/or permit permanent preservation of historic buildings or landmarks; or that preserve historic architectural styles.

1) Meet with City Planner

- Planner Discusses Project with Developer
- Planner gives Developer Necessary Paperwork:
 - Staff Meeting Appearance Form
 - Procedure Packet including Timeline
 - Fee Requirements - *See Appendix A) & B)*
 - Utility Information Form - Wastewater/Water/Electric
 - Utility Contact Information:
(Contact the following utilities during the early stages of your design/layout phase)

City Of Oconomowoc

Wastewater: Tom Steinbach
900 S. Worthington Street
Oconomowoc, WI 53066
Office: (262) 569-2192
Fax: (262) 569-3273
Email: Tsteinbach@wppisys.org

City of Oconomowoc

Water: Steve Roush
808 S. Worthington Street
Oconomowoc, WI 53066
Office: (262) 569-3198
Fax: (262) 569-2164
Email: Sroush@wppisys.org

City Of Oconomowoc

Electric: Dennis Bednarski
808 S. Worthington Street
Oconomowoc, WI 53066
Office: (262) 569-3197
Fax: (262) 569-2164
Email: Dbednarski@wppisys.org

SBC

2005 Pewaukee Road
Waukesha, WI 53188
Office: (262) 670-8492
Fax: (262) 896-7435
Email: LK@SBC.com

WE Energies

53 W33800 Hwy 18
Delafield, WI 53018
Office: (262) 968-5747
Fax: (262) 968-5714

Charter Communications

1348 Plainfield Avenue
Janesville, WI 53545
Office: (608) 373-7544
Fax: (608) 754-1874

2) Developer Submits 18 Copies of Information/Site Plan for Staff Meeting including:

- Staff Meeting Appearance Form
- Development Packet as outlined in the "Submittal Requirement Checklist":

- ✓ The Developer shall Contact the City Planner to Schedule an Appearance before Staff and Provide 18 Copies of an Initial General Development Plan Prepared on Sheets no larger than 11" x 17" by Noon on the Thursday prior to the Staff Meeting to allow for Distribution of the Packet to Staff Members.
- Staff Meetings are held on the 2nd and 4th Wednesday of each month (***Date and Time dependent upon submittals***)

STEP 1 - CONCEPTUAL, NON-BINDING

- 3) Initial Appearance with Staff - Pre-Application Meeting
 - Developer meets with Staff Members for Discussion and Recommendations
 - Planner provides any additional Paperwork to Developer
- 4) Concept Plan Submittal:
 - Developer Appears before the following Commissions and Provides the Number of Copies Indicated for Conceptual Plan
 - Architectural Commission - 13 Copies
 - ***Step 2 of the PD Process*** - Plan Commission - 31 Copies
 - ***Step 2 of the PD Process*** - Common Council - 12 Copies
 - See Appendix for Complete Fee Structure
- 5) Appearance w/Staff - 18 Copies
 - Developer Submits 18 Copies of the General Development Plan (GDP) by Date Requested by City Planner to be placed on the next Staff Agenda for Review of Commission's Recommendations and possible further Staff Recommendations
- 6) If Necessary, Additional Appearance(s) w/Staff - 18 Copies
 - Developer Continues to Submit 18 Copies of the Revised GDP to City Planner until no further Recommendations are made by Staff - Proceed to Step 7

STAFF REQUIRES A MINIMUM OF TEN (10) BUSINESS DAYS TO REVIEW EACH SUBMITTAL

STEP 2 - GENERAL DEVELOPMENT PLAN

- 7) Sign-Off by Staff on "Staff Recommendation Form" on GDP Proposal
 - Developer Files Application/Fee/Packet
 - At this time, Developer fills out the appropriate Application, pays Appropriate GDP Plan Filing Fee and Submits a Final GDP used for Public View. *The City Planner will Report the Receipt of the Filing Fee to the Finance Director.*
- 8) Public Hearing and Plan Commission Rezone Recommendation
 - A Public Hearing must be Published as a Legal Notice Fifteen (15) Days Prior to the Plan Commission Meeting and Noticed to all Properties within 200 ft. and any Municipalities within 1,000 ft. of Developed Property Ten (10) Days Prior to the Plan Commission Meeting

- Developer **must** Submit Thirty-One (31) Copies, no larger than 11" x 17," of the Final GDP to the Planner for Distribution to the Plan Commission and any other City Officials no later than Twenty-Three (23) Days **Prior** to the Plan Commission Meeting Date
 - Meets the 2nd Wednesday of each Month at 7:00 PM in Council Chambers
 - Staff Recommendation Form Included
 - Plan Commission Recommendation of the GDP:
 - Following Receipt of "Staff Recommendation Form" and Review of the GDP for Conformance with City Ordinances, the Plan Commission shall Recommend Approval, Approval with Conditions, Deny or Table
- 9) Public Hearing and Common Council Action - 1st Reading
- A Public Hearing must be Published as a Legal Notice Fifteen (15) Days Prior to the Common Council Meeting
 - Common Council will hear the 1st Reading and take Action to Approve, Approve with Conditions, Deny or Table
- 10) Common Council Action - 2nd Reading
- Common Council will hear the 2nd Reading and take Final Action to Approve, Approve with Conditions or Deny
 - City Clerk Publishes Ordinance in the Official Newspaper. Ordinance will take Affect on the Day after Publication

STEP 3 - PRECISE IMPLEMENTATION PLAN

- 11) Precise Implementation Plan (PIP) for Staff Review - 18 Copies
- Developer meets with Staff Members for Discussion and Recommendations
 - Planner provides any additional Paperwork to Developer
- 12) Utility/Engineering Coordination Process - 8 Copies

Design of Construction Drawings / Plans / Final Plat To Include:

- | | |
|--|--|
| <ul style="list-style-type: none"> ➤ Sanitary Sewer ➤ Watermain ➤ Grading ➤ Storm Water ➤ Electrical Prints | <p>This Process could entail Multiple Meetings for Utility Design Comments - Revisions to be Submitted - Repeating Process Until Complete - 8 Copies @ Mtg</p> |
|--|--|

******* Staff Requires a Minimum of Ten (10) Business Days to Review Each Submittal *******

- Electric Utility: *The Electrical Infrastructure will be installed in such a manner to make proper and adequate service available to each lot in the development. The Electric System, except for necessary appurtenances, shall be underground. Plans shall be Prepared by Electric Utility Staff. The Developer shall pay for all costs of design, installation, engineering and relocation required for the project. Prepayment of infrastructure is due before materials are ordered. After Preliminary Plat Approval, the Electrical Department requires a **minimum of ninety (90) days** for engineering and cost estimates.*
- ** Before Sign-Off by Electric Department on "Staff Recommendation Form," these requirements need to be completed. All other Electrical concerns will be addressed in the Developer's Agreement. ****

- 13) If Needed, Additional Appearance(s) w/Staff - 18 Copies
 - Developer Continues to Submit Revised PIP Copies (18) to City Planner until no further Recommendations are made by Staff - then go to Step 14

STAFF REQUIRES A MINIMUM OF TEN (10) BUSINESS DAYS TO REVIEW EACH SUBMITTAL

STEP 4 - FINAL PROCESS

- 14) Sign-Off by Staff on "Staff Recommendation Form" on PIP Proposal
 - Developer Files Application/Fee*/Packet
 - At this time, Developer fills out the appropriate Application, pays Appropriate PIP Plan Filing Fee and Submits a Final PIP used for Public View. The City Planner will Report the Receipt of the Filing Fee to the Finance Director.
- 15) Architectural Commission Action - (13 Copies)
 - Meets the 1st Wednesday of each Month at 5:30 PM in Conference Room 3
 - Review PIP for Architectural Material Approval and Sign(s)
 - Submittal Requirement Checklist
 - Architectural Commission Approval needs to be Obtained before Placement on Plan Commission Meeting Agenda
- 16) Plan Commission Recommendation - PIP (31 Copies)
 - Meets the 2nd Wednesday of each Month at 7:00 PM in Council Chambers
 - "Staff Recommendation Form" Included
 - Plan Commission Recommendation of a PIP:
 - Following Receipt of "Staff Recommendation Form" and Review of the PIP for Conformance with City Ordinances, the Plan Commission shall Recommend Approval, Approval with Conditions, Deny or Table
- 17) Common Council Action - PIP (12 Copies)
 - Meets the 1st and 3rd Tuesday of each Month at 7:30 PM in Council Chambers
 - Common Council Action of a PIP:
 - Following the Plan Commission Recommendation, the Common Council shall Approve, Approve with Conditions, Deny or Table

Appendix:

- A) Fee Policy
- B) Fee Schedule
- C) Submittal Requirement Checklist

Information Request For Sanitary Sewer Availability Charge and Impact Fees

THIS FORM MUST BE COMPLETED AND RETURNED TO THE CITY PLANNER PRIOR TO BEING PLACED ON THE CITY STAFF MEETING AGENDA

By ordinance, the City of Oconomowoc has fees associated with the water and wastewater usage for new construction, change of use of an existing structure or expanded use within a structure. In order to properly calculate these fees, we require the following information:

Contact name and phone number: _____

Description of business: _____

Location: _____

Number of full time equivalent employees: _____ (Estimated Total Labor Hours/2080)

Estimated annual water usage: _____ Gallons: _____

Can deduct meters be utilized for water used in the product, or non-contact cooling waters discharged to storm sewer? _____ Yes _____ No If yes, please estimate how many gallons per year would be deducted. _____

Is there a comparable business in the City of Oconomowoc or another location? If yes, please provide details.

These fees can be costly for some businesses. Before proceeding with your project, you should know the total fees that are payable at the time permits are obtained. It is in your best interest to provide accurate information for the calculation of fees. If you do not have the information required by this form, then please work with our Utility Managers listed below in order to determine annual water and wastewater usage.

Utility Contacts: Steve Roush (*Primary Contact*)
Utility Coordinator
808 S. Worthington Street
Oconomowoc, WI 53066
Office: (262) 569-3198
Email: Sroush@wppisys.org

Tom Steinbach
Wastewater Manager
900 S. Worthington Street
Oconomowoc, WI 53066
Office: (262) 569-2192
Email: Tsteinbach@wppisys.org