



Conditional Use Grant

Approval Process: Approx. 6 - 8 Weeks

Step 1: Pre-application Staff Meeting

Although not always required, it is recommended the applicant meet with the Planning Director to discuss the proposed request. This step is intended to explain to the applicant the purpose of the regulations, application submittal items, and to informally reach mutual conclusions regarding the general program and objectives of the proposal.

Step 2: File Application Materials

The applicant submits a completed application form, other necessary materials, and a \$300 application fee. Application materials shall include the following items (see below for a full checklist):

1. A written narrative describing the proposed use, site plan, and operational details of the project.
2. A Site Plan that shows the location of the property, location, dimensions, and setbacks of any existing or proposed buildings, parking areas, landscaping, exterior lighting, and signage.
3. Elevations and/or renderings of any exterior changes made to any existing structures on the site or for any new ones.
4. Additional information as required by the Planning Director.

Upon receipt of the necessary materials, the item will be placed on the agenda for the next available Plan Commission meeting. The application deadline for getting on the agenda is thirty (30) days prior to the meeting. The Plan Commission meets on the third Thursday of each month, at 6:00 p.m. in the council chambers of City Hall.

Step 3: Staff Review

City staff, including representatives of various city departments and divisions as needed, will provide a technical review of the request and the submitted information to identify relevant issues. If extensive changes are required or more information is needed to adequately review the application (e.g., additional plans or engineering studies), the application may be rescheduled to a later Plan Commission meeting date to allow time for the necessary work to be completed. If deficiencies are minor, the item will be scheduled for a Plan Commission meeting, subject to revised plans being submitted seven (7) working days prior to the meeting.

Step 4: Public Notice

City staff shall give written notice to owners of land within two hundred (200) feet of the subject property at least seven (7) days prior to the Common Council meeting.

Step 5: Plan Commission Review/ Recommendation

The Plan Commission shall review the proposed request and shall recommend to the Common Council the conditional use permit be granted as requested, modified, or denied. The applicant and / or its designee should attend this meeting and be prepared to present the request and answer questions from the Plan Commission. Public statements will be allowed at this meeting.

Step 6: Common Council Public Hearing, Review and Action

Following the required public hearing during which the applicant and members of the public will be allowed to make statements regarding the Conditional Use request, the Common Council shall, after consideration of the Plan Commission's recommendations, review the proposed request and shall vote that the conditional use permit be granted as requested, modified, or denied. The approval may include conditions placed on the operation of the use such as hours of operation, parking, screening, etc. The Common Council meets the first and third Tuesdays of the month, at 6:30 p.m. in the council chambers of City Hall.

Step 7: Land Covenant and Conditional Use Document Execution

Following action by the Common Council, a Conditional Use Grant agreement (CUG) and a corresponding Land Covenant document shall be drafted by the City. Execution of these documents will involve the following:

1. Execution (signing) of approved CUG by Mayor and City Clerk.
2. Notify property owner that he/she must come to City Hall to execute (sign) the Land Covenant, and that CUG will not be issued until a fully executed Land Covenant is provided to City Clerk.
3. City records the fully executed CUG and Land Covenant documents with the Ozaukee County Register of Deeds.

Step 8: 12 Month Review

During the approval process (Step 6) it will be likely one condition of approval will be for a 12-month review of the Conditional Use following any approval by the Common Council. 12 months after the Conditional Use is approved, the Plan Commission will schedule a review to be placed on a meeting agenda. If the Commission finds the Conditional Use has performed as approved and without significant issues or complaints, the Commission may grant a permanent approval of the Conditional Use without the need for automatic follow-ups. An application is not required for a 12-month follow-up review.

Conditional Use Submittal Checklist

- Completed Pre-Application Meeting
- Completed Conditional Use Application
- Application payment - \$300 (Mailed or Dropped Off)
- One narrative describing the proposed use, any site and building changes, and operational details of the use or project
- One (1) accurately dimensioned site plan showing at least the following: • Proposed location and dimensions of all primary and accessory buildings • Dimensions indicating relationships / distances between buildings, property lines, parking areas, etc • Principal and accessory building setbacks, side setbacks, and rear setbacks • Parking areas and parking stall locations • Overhangs, steps, ramps, lighting and any other structures as needed, including dumpster corals • Proposed or required landscaping plans if not submitted separately (Note: If no or minor exterior changes to the existing buildings and / or site are anticipated, the application submittal requirements may be modified)
- One (1) set of color elevations and / or renderings or drawings for all proposed new buildings and structures or exterior changes to existing buildings, with a description denoting material type and location on the building(s)
- If required, one (1) professionally prepared landscape and screening plan if not part of a submitted site plan

Submittal: All materials can be submitted in a PDF format and submitted via email to: rharris@portwashingtonwi.gov All plans and building exterior plans / images should be in 11 x 17 format.



PLAN COMMISSION APPLICATION

Date Received: _____ Check Number: _____ Amount: _____ (For Office Use Only)

- | | | | |
|---|----------|---|-----------------|
| <input type="checkbox"/> Plan Concept Review | \$300.00 | <input type="checkbox"/> Awning Review | \$ 50.00 |
| <input type="checkbox"/> Preliminary Plat Review | 550.00 | <input type="checkbox"/> Special Exception or Minor Review | 250.00 / 100.00 |
| <input type="checkbox"/> Final Plat or Condo Plat Review | 250.00 | <input type="checkbox"/> Business, Site, and Operational Plan | 450.00 |
| <input type="checkbox"/> Planned Development Overlay | 300.00 | <input type="checkbox"/> Conditional Use Grant | 300.00 |
| <input type="checkbox"/> Certified Survey (w/o dedication) | 250.00 | <input type="checkbox"/> Zoning Text or Map Amendment | 250.00 |
| <input type="checkbox"/> Certified Survey (with dedication) | 275.00 | <input type="checkbox"/> Annexation | 300.00 |

Description of Proposed Request: _____

Property Address: _____ Tax Key: 16- _____

Owner's Name: _____ Phone: _____

Fax: _____ Email: _____

Mailing Address: _____

Applicant's Name: _____ Phone: _____

Fax: _____ Email: _____

Mailing Address: _____

Relationship to Owner: _____

*****Digital Copies of your plans are required for the Plan Commission and Design Review Board meeting.*****

In making this application, I (we) acknowledge that the Plan Commission will review the contents of this application at a public meeting, that I (we) or a representative on my (our) behalf will be expected to attend the public meeting in order to provide information and answer questions, and that the meeting will be open to all interested persons who desire to attend. I (we) also grant permission to any City of Port Washington official or representative to enter and inspect the subject property at any reasonable time to consider the merits of this application, to take photographs, and to post public hearing notices if required.

Signature of Applicant: _____ Date: _____

• www.portwashingtonwi.gov •

City of Port Washington, 100 West Grand Avenue, P. O. Box 307, Port Washington, WI 53074-0307. Any questions, please contact City Plan Bob Harris at 262-284-2600 (email: rharris@portwashingtonwi.gov) or his assistant, Judy Klumb at 262-284-2600 (email: jklumb@portwashingtonwi.gov).

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CITY OF PORT WASHINGTON PLANNING DEPARTMENT
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CITY OF PORT WASHINGTON CONDITIONAL USE APPROVAL PROCESS

Estimated Time for Approval: 6 – 8 Weeks

