



Minor Review

Approval Process: Approx. 4 Weeks

Description: A Minor Review is for those projects requiring Plan Commission approval for a new use or business and / or for minor alterations to a building or structure already existing on the premises not necessarily requiring a Business, Site and Operations Plan (BSOP). Please note, after any Minor Review approval, any required building permits or licenses will still be necessary.

Step 1: Pre-application Staff Meeting

It is recommended the applicant meet with the Planning Director to discuss the proposed request. This step is intended to determine the extent of the project, application type needed, and to explain to the applicant the purpose of the regulations and to informally reach mutual conclusions regarding the objectives of the proposed project.

Step 2: File Application Materials

The applicant submits the following: 1) a completed Plan Commission application form signed by the property owner; 2) a project narrative describing the proposed use(s) and/ or exterior changes, general operations related to the project (number of employees, hours of operations, parking or traffic issues, proposed site or building changes, and other information you may think will be helpful; 3) a general site plan and / or drawing of the proposed project; 4) other necessary materials if needed; 5) and a \$100 application fee. Note, a Minor Review need not be finished architectural or engineering drawings or plans. All application materials can be submitted via email to: rharris@portwashingtonwi.gov

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

Step 3: Staff Review

City staff will provide a review of the request and the submitted information to identify any notable issues or problems, and if additional information will be necessary. If the application is incomplete the item may be rescheduled to a later Plan Commission meeting date to allow time for the needed 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: Design Review Board Meeting

If the Planning Director determines the project would benefit from input from the Design Review Board (DRB), he/she shall refer the Minor Review to the next available DRB meeting for review and input. DRB comments are recommendations only but do inform the Plan Commission on design and site plan issues. This step is determined on a case by case basis.

Step 4: Plan Commission Action

Following any Design Review Board input, the Minor Review shall be reviewed by the Plan Commission for generalized conformance with the zoning ordinance, the comprehensive plan, other ordinances, along with any design, operational and contextual issues. The applicant 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.



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).

Revised 03/2022

CITY OF PORT WASHINGTON MINOR REVIEW PROCESS

Estimated Time for Approval: 4 Weeks



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