

## **Overlay Planned Development (OPD)**

### **Approval Process: Approx. 12 Weeks**



Overlay Planned Unit Development District (OPD) regulations are intended to permit greater flexibility and more creative and imaginative design for the development of a site than is possible under conventional (base) zoning regulations. It is further intended to promote more economical and efficient use of land which will provide, over a period of time, development of land that promotes the maximum benefit from coordinated site planning, diversified location of structures and mixed compatible uses.

#### **Step 1: Pre-application Staff Meeting**

The applicant shall meet with the Planning Director and other City staff, if warranted, to discuss the proposed request. This step is intended to identify key issues, explain to the applicant the OPD approval process, application submittal items, and to informally reach mutual conclusions regarding the 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 project, reason for the OPD zoning change, portions of the project deviating from the base zoning, proposed uses, and operational details of the project.
2. A General Plan (concept plan) that shows the location of the property; location, dimensions, and setbacks of any existing or proposed buildings; parking areas; traffic and pedestrian circulation; and landscaped areas.
3. General elevations, renderings drawings, or photographs of any exterior changes made to any existing structures on the site or for any planned new ones.
4. A legal boundary description in Word format of the proposed OPD.
5. 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 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: Plan Commission Review/ Recommendation**

The Plan Commission shall review the proposed OPD zoning request and shall recommend to the Common Council the OPD zoning 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 5: 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 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 OPD request, the Common Council shall, after consideration of the Plan Commission's recommendations, review the proposed request and shall vote that the OPD zoning be granted as requested, modified, or denied. The approval may include conditions placed on the project including an approved Building, Site & Operational Plan (BSOP). 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: File BSOP Application Materials**

Following approval of the OPD zoning by the Common Council the applicant submits a completed application form, other necessary materials, and a \$450 application fee. Application materials shall include the following items:

6. A project narrative describing the proposed use, site plan, and operational details of the planned development project.
7. A Site Plan of the property, accurately dimensioned, showing the location of all-existing and proposed structures and uses, including parking and any required or proposed landscaping. (See BSOP submittal checklist [HERE](#))
8. Color elevations and/or renderings of exterior changes made to any existing structures or for any new buildings, and a list / description of building materials.
9. 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 generally 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. For specific monthly submittal and meeting dates, please refer to the Planning Department website [HERE](#)

### **Step 8: Staff Review**

City staff 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, 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 9: Design Review Board**

Following review of the application submittal for completeness, the BSOP application for the planned development will be placed on the next available Design Review Board (DRB) agenda. The Design Review Board will provide, in the form of a recommendation to the Plan Commission, recommendations and suggestions on the site and building design as presented in the application. The DRB meets on the second Tuesday of each month at 4:00 pm in City Hall. The applicant(s) should attend this meeting to present the project and answer questions by the DRB members.

### **Step 10: Plan Commission**

The Plan Commission shall review the proposed planned development request and shall determine the BSOP be granted as requested, conditionally approved, need for modifications, 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.

If the Plan Commission determines the BSOP requires modifications, the BSOP may be rescheduled for a future Plan Commission meeting when such modifications are made to the BSOP.

## OPD Submittal Checklist

- ☐ Completed Pre-Application Meeting
- ☐ Completed OPD Application
- ☐ Application payment - \$300 (Check to be Mailed or Dropped Off)
- ☐ One narrative describing the project, including: reason for the OPD including a description of the specific portions of the project deviating from the base zoning; any site and building changes; operational details of the use or project; and any other details to facilitate the review process.
- ☐ One (1) accurately dimensioned general 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 • Planned vehicular and pedestrian routes • Parking areas, parking stall locations, and dumpster corrals • Location of proposed landscaped areas.
- ☐ One (1) set of color elevations and / or renderings or drawings, or photographs of existing examples planned for the project for all proposed new buildings and structures or exterior changes to existing buildings. Note: Such plans need not necessarily be completely detailed at the time of OPD zoning determination, provided they are of sufficient detail to satisfy the Plan Commission and Common Council as to the general character, scope, and appearance of the proposed development. The approval of such preliminary plans shall be conditioned upon the subsequent submittal and approval of more specific and detailed BSOP as the development review progresses.

**Submittal:** All materials can be submitted in a PDF format and submitted via email to: [rharris@portwashingtonwi.gov](mailto: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](http://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](mailto:rharris@portwashingtonwi.gov)) or his assistant, Judy Klumb at 262-284-2600 (email: [jklumb@portwashingtonwi.gov](mailto:jklumb@portwashingtonwi.gov)).

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# CITY OF PORT WASHINGTON PLANNED DEVP (OPD) ZONING PROCESS

Estimated Time for Approval: 10 Weeks



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