

City of Green Bay

Application Packet for Planned Developments, Conditional Uses & Rezoning

Prepared by:
Planning Department
November 2002

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DEVELOPMENT GUIDE

PLANNED DEVELOPMENTS • CONDITIONAL USES • REZONINGS

SDR

Staff Development Review (SDR) gives you an opportunity to meet with city staff to review your proposal on a preliminary basis. City staff will help you identify potential concerns and issues to assist you in determining whether you want to move forward in the process.

This process takes place prior to an official application and is encouraged by staff but not required.

File Petition

If you choose to go forward with the project you must submit a completed petition along with the required application fee and supporting documents to the Planning Department for assignment of a zoning petition number. Refer to the Submittal Checklist for a complete list of required materials. The petition shall then be forwarded to the City Council, who will refer it to the Plan Commission, who will refer it to staff. Staff strongly suggests that you meet with the neighbors of the project site early in the process in order to address their concerns in the preparation of your plans. This may include meeting individually with business or neighborhood leaders, organizing and publicizing a neighborhood meeting, and/or attending a homeowners association meeting.

The amount of time it takes you to prepare your submittals will depend on the complexity and nature of your project.

Technical Review Phase

After receiving your complete submittal, City staff will review your petition and contact you with suggestions for revisions or if additional information is needed. You will then have a chance to submit additional information and/or revised plans before a Technical Review Meeting is scheduled between your project team and City staff and possibly officials. The technical review phase continues until all materials, including revised plans, have been submitted and reviewed.

A minimum 7 days are required for the technical review. More time is needed to review and finalize a proposal that is incomplete or does not meet City standards.

Public Notice and Plan Commission

After a Plan Commission Hearing date has been set, City staff will send a notice of the forthcoming petition to all property owners within at least 100 feet of the perimeter of the subject property at least 10 days before the Plan Commission meeting.

10-30 days before the Plan Commission Hearing.

PC meets the second and fourth Mondays of each month.

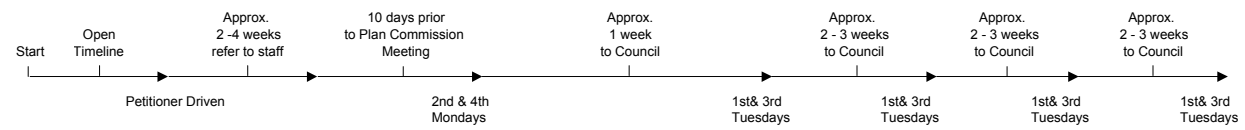
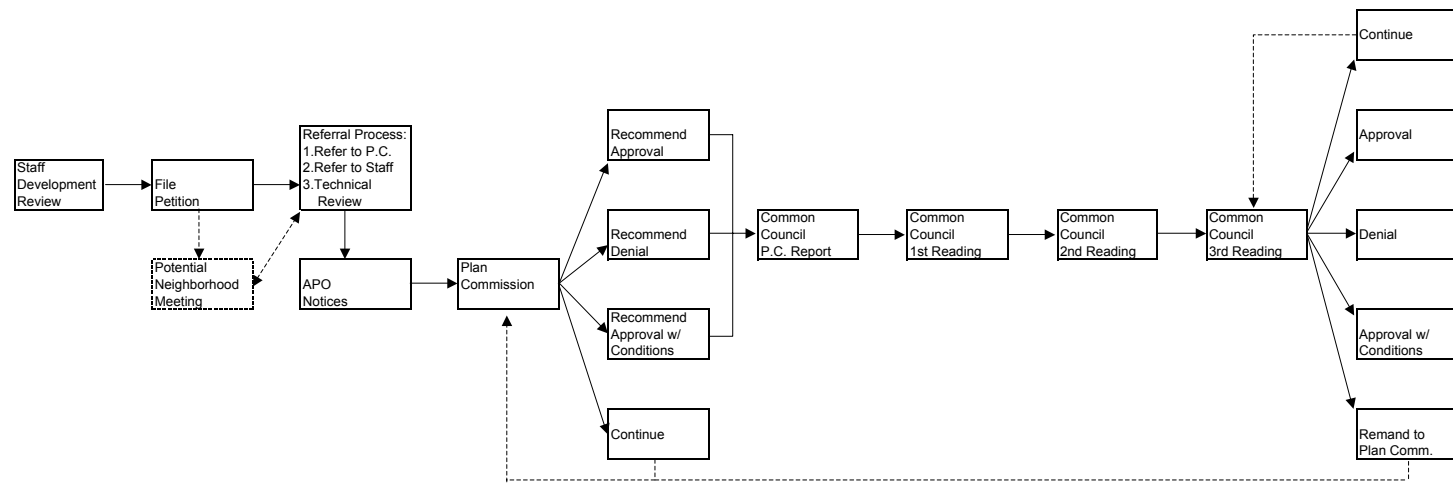
City Council

After Plan Commission the petition will be sent to the City Council for consideration.

Meets the fourth and third Tuesdays of each month.

Development Process Flow Chart

Conditional Uses, Rezonings, & Planned Developments



CITY OF GREEN BAY

COMMON COUNCIL AND SELECT COMMISSIONS

Plan Commission
*Meetings: 2nd and 4th
Mondays at 6:30 P.M.*

Chairperson
Gerald Van Den
Wymelenberg
Commissioners
Christopher Rasmussen
Linda Queoff
Ald. Chris Wery
Brent Weycker
Michael Nass
Mary Beth Conard

**Zoning & Planning Board of
Appeals**
Meetings: 3rd Monday at 7 P.M.

Chairperson
Jay Hamann
Members
D. Herfort
N. Van Beek
R. Maccaux
G. Staszak
Harold Vanden Avond
Robert Gryboski

**Historic Preservation
Commission**

Commissioners
Richard Parins
Anthony Theisen
Brent Weycker
Tim Polack
Chris Dunbar
Michael Telzrow
Joe Lawniczak

Common Council

*Meetings: 1st and 3rd Tuesdays
at 7:30 p.m.*

Mayor

Paul F. Jadin

Aldersperson

Ronald Antonneau	District 1
Fred Graves, Jr.	District 2
Andy Nicholson	District 3
Anthony Theisen	District 4
Gary Kriescher	District 5
Daniel Haefs	District 6
Timothy Gilbert	District 7
Christopher Wery	District 8
Guy Zima	District 9
Kenneth Dax	District 10
John Vander Leest	District 11
Kathy Johnson	District 12

City Departments

City Clerk/Treasurer 920/448-3010

Economic Development 920/448-3397

Fire Department
920/448-3280

Law Department 920/448-3080

Mayors Office 920/448-3005

Parks, Recreation & Forestry 920/448-3365

Planning Department 920/448-3400

Department of Public Works 920/448-3100

Inspection Division 920/448-3300

Traffic Division 920/448-3100

2003 MEETINGS SCHEDULES



Week Day(s) Time	Common Council <i>1st & 3rd Tuesdays 7:30 p.m.</i>	Plan Commission <i>2nd & 4th Mondays 6:30 p.m.</i>	Zoning Board Of Appeals <i>3rd Monday 7:00 p.m.</i>	Historic Preservation Commission <i>* Tuesday 4:30 p.m.</i>
JANUARY	21	13, 27	15	*
FEBRUARY	4, 18	10, 24	19	*
MARCH	4, 18	10, 24	19	*
APRIL	8, 22	7, 22	16	*
MAY	6, 20	6, 20	21	*
JUNE	3, 17	3, 17	18	*
JULY	1, 15	7, 21	16	*
AUGUST	5, 19	5, 19	20	*
SEPTEMBER	2, 16	8, 22	17	*
OCTOBER	7, 21	13, 27	15	*
NOVEMBER	4, 18	10, 24	19	*
DECEMBER	2, 16	8, 22	17	*

* as Needed

All Dates listed above are subject to change.

REQUEST FOR ACTION – CITY COUNCIL

Date:

Mayor and Common Council
of the City of Green Bay
100 N. Jefferson Street
Green Bay, WI 54301

Ladies and Gentlemen:

I/we hereby request that the property located at/on

(Address or General Location)

and legally described as follows: (from tax receipt, deed, etc.)

Be rezoned from _____ to **Conditional Use Permit**

Reason for Request:

Respectfully submitted,

Owner or Authorized Person

Fee Voucher No. _____

Date: _____

Zoning Petition No. _____

Planning Director or Principal

Planner

REQUEST FOR CITY ACTION - PLAN COMMISSION

(Submit in Duplicate)

Date: _____

Petitioner: _____

Phone Number: _____

Address: _____

Property Owner: _____

Phone Number: _____

Property ID Number (Parcel Number): _____

General Location of Property: _____

To: Honorable Mayor and Common Council, c/o City Clerk

I, _____, respectfully request that the City of Green Bay take the following action:

(Attach Zoning Petition Form With First Four Items)

- _____ Rezone Property (\$300.00 Review Fee)
- _____ Conditional Use and CUP Amendment (\$300.00 Review Fee), Except Single Lot Duplexes
- _____ Single Lot Duplexes, Conditional Use (\$75.00 Review Fee)
- _____ PUCD/PURD and PUCD/PURD Amendments (\$350.00 Review Fee)
- _____ Approve Preliminary City/Extraterritorial Subdivision Plat (\$125.00 plus \$30.00 per Lot/Outlot Review Fee)
- _____ Grant a City/Extraterritorial Subdivision/CSM Variance (\$125.00 Review Fee)
- _____ Grant a Postponement of Development Fees (\$100.00 Review Fee)
(Review by Improvement and Services and/or Park Committees)
- _____ Approve Final City/Extraterritorial Subdivision Plat (\$75.00 Review Fee)
- _____ Approve Preliminary City/Extraterritorial Certified Survey Map (\$125.00 Review Fee)
- _____ Vacate a Street/Alley
- _____ Vacate a Pedestrian Way
- _____ Discontinue a Public Utility Easement
- _____ Declare City Property "City Surplus"
- _____ Change Street Name: From: _____ To: _____
- _____ Purchase Property From: _____
- _____ Other: _____

Signature(s): _____

Review Fee (If Applicable): _____

Voucher No.: _____

Zoning Petition No.: _____

Briefly describe action desired, noting the property affected and all other pertinent information (attach maps and legal descriptions).

Please contact the Planning Department in Room 608, City Hall, (920) 448-3400, if you have any questions or need additional information.

AFFIDAVIT OF OWNERSHIP

I, _____, under oath, state that I am
(Print Name)

the sole owner of the property

an owner of the property

an authorized officer/agent for the owner of the property

commonly described as _____

and that such property is owned by _____ as of this date.

(Owner's Signature)

(Agent's Signature)

PETITIONER'S SUBMITTAL CHECKLIST

Project Title: _____

Submittal Guidelines:

This is a general checklist. Other items pertaining to your case may be necessary. The Plan Commission and/or Common Council may request additional information.

- All plans and drawings should be scaled at a standard measure.
- Each drawing, shall include the following basic information:
 - a. Project name
 - b. Drawing Title and Sheet Number if applicable
 - c. Scale, both in numerals and graphic
 - d. North arrow
 - e. Date and latest revision date, if any
 - f. Name of person(s) preparing the drawing, professional registration or affiliation, address and phone number
 - g. Name, address and phone number of the property owner and/or applicant

required **submitted**

___ ___ **1. APPLICATIONS FOR PUBLIC HEARING WITH LEGAL DESCRIPTION AND PROOF OF OWNERSHIP**

Attach the legal description of the property as it appears on the deed. A current title and an Affidavit of Ownership (included with development guide) is required for proof of ownership. If the owner's signature is not on the applications, a letter stating the owner's consent for the filing of the petition is required.

2. APPLICATION FEE

___ ___ Conditional Use permit/amendment : \$300.00 Review Fee, except single lot duplexes
___ ___ Zoning Map or Text amendment : \$300.00 Review Fee
___ ___ Single Lot Duplexes, Conditional Use: \$ 75.00 Review Fee
___ ___ Planned Unit Developments: \$350.00 Review Fee

___ ___ **3. PROJECT SUMMARY**

A written overview and summary of the project shall be submitted in the form of a cover letter that makes reference to submitted plans. The types of uses requested and any exceptions from the Zoning Code that are needed should also be included within the project summary.

___ ___ **4. LEGAL CURRENT YEAR PLAT OF SURVEY**

A certified plat of survey prepared within the last year by a surveyor including:

- Legal Description of the site
- Acreage
- Drawing of the site boundaries with metes and bounds indicated
- Property lines
- Easements
- Lot lines and area calculations
- Adjacent road right-of-ways
- Overhead and Underground Utilities (sanitary sewer, water main, storm sewer, electric, telephone, gas, cable television, and street lights)

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5. SITE PLAN

A site plan (scaleable) indicating the arrangement and tentative location and setbacks of all proposed uses, including buildings, signs, open space, roads, parking and loading areas, pedestrian areas and walkways, easements, wetlands, water features, and retention/detention areas.

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6. BUILDING ELEVATIONS

Architectural renderings of all elevations of any proposed building(s) or perspective drawings of the same. The elevations should contain proposed building materials and colors.

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7. FLOOR PLANS

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8. LANDSCAPE PLAN

Prepared in the same scale as the above addressed site plan showing approximate location, common name of species, and size of all proposed plantings with a summary list of the quantity, species and size of all plantings shall also be provided. The plan should distinguish between existing trees and landscaping that will be preserved and trees and landscaping that will be introduced into the development from an off-site source. If applicable any irrigation systems or maintenance provisions shall also be indicated..

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9. TRAFFIC PLAN/PARKING PLAN

An additional site plan depicting the layout of the parking and internal parking lot landscaping. This plan should include the locations and number of parking spaces (including handicap accessible) as well as any other features of importance, such as dumpsters, mechanicals, wheel blocks, landscape islands, etc.). The site plan should also indicate the circulation patterns for pedestrian and automobile traffic, including ingress and egress to/from public rights-of-way and expected number of traffic movements at peak times. A report/table should be provided which designates the area, in square feet, for all uses to be provided in each individual structure as well as at various locations on-site (if applicable).

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10. LIGHTING PLAN

An exterior lighting plan in the same scale as the site plan showing the location of all exterior lighting elements proposed for the site. The proposed photometrics (level of illumination), as well as the specific design details of all exterior light sources be provided including light color, height of light fixtures, and illustration of the design. Screening of the light sources should be addressed in the written summary of the project.

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11. DETAILED SIGN ELEVATIONS

The location of all ground signage should be included with the site plan and all wall mounted signage should be included with the building elevations. Elevations of the sign face(s) should be prepared to scale and should designate sign design, dimensions, materials, colors, lighting and written/graphic message.

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12. PRELIMINARY ENGINEERING PLAN

A preliminary engineering plan, at the same scale as the site plan, which indicates how the petitioner proposes to meet the requirements of the City's Ordinances relative to drainage, and storm water retention should also be provided. The preliminary engineering plan shall also depict all wetlands, streams, and other environmentally sensitive areas on-site.

— — **13. CONSTRUCTION SCHEDULE**

A tentative construction schedule for all improvements directly associated with the proposed PUCD

— — **14. LOT DIVISION(S)**

A plan showing the division/consolidation of all lots/parcels within the proposed development boundaries. This plan should not be an official CSM or subdivision plat at this time. It will be used for preliminary staff review purposes only.

For additional information regarding development regulations in the City of Green Bay, please refer to the following documents: Zoning Ordinance; 1979 Comprehensive Plan; and Subdivision Regulations.

If after reviewing this checklist you have additional questions about the Plan Commission process call the Department of Planning at (920) 448-3400.

IMPORTANT NOTE: THE GREEN BAY PLAN COMMISSION STRONGLY SUGGESTS THAT ALL APPLICANTS MEET WITH SURROUNDING RESIDENTS/PROPERTY OWNERS ADJACENT TO ANY PROPOSED DEVELOPMENT PRIOR TO APPEARING BEFORE THE GREEN BAY PLAN COMMISSION.