

Memo

To: Plan Commission

Fr: Trevor Fuller, Planning and Zoning Administrator

Re: ACTION RE: MUTUAL ACCOUNTABILITY FOR PLAN COMMISSION RECOMMENDATIONS

Date: October 19, 2016

At the last meeting, Plan Commission discussed what is required of developers to submit for the Site Plan & Design Review and Planned Development District processes. The committee also discussed whether or not the Plan Commission minutes should be viewed by the Village Board prior to Plan Commission approval.

Plan Commission is asked to review the attached checklists of submission requirements given to developers at the start of each development process. The checklists were developed by the Plan Commission in 2013 and are taken directly from the zoning code.

Plan Commission is asked to provide staff with direction on how to improve the plan review processes.

**DEVELOPER CHECKLIST FOR COMPLETION OF
SITE PLAN REVIEW SUBMITTAL**
(\$125 required application fee)

Name of project: _____

Address of project: _____

Name of developer: _____ Name of owner: _____

***To be considered for the site plan review process, this checklist must be completed and submitted with the requested items listed below, required fees, and the erosion control and storm water management permit application as stated in Village ordinance 11.29.*

All site plans and subsequent revisions must be dated and drawn to an engineering scale no greater than one (1) inch equals one hundred (100) feet. Complete site plans shall include the following:

- 1. One (1) full size plan set.
- 2. Fifteen (15) eleven (11) inches by seventeen (17) inches plan sets.
- 3. One (1) digital copy (either a CD or DVD) containing AutoCAD.dwg files referenced to the Brown County Coordinate System NAD83, NAV88.

All plan sets shall include the following information:

- 1. Name and street address of project/development.
- 2. Name and mailing address of developer/owner.
- 3. Name and mailing address of engineer/architect.
- 4. North point indicator.
- 5. Scale.
- 6. Boundary lines of property, with dimensions.
- 7. Location, identification, and dimensions of existing and proposed:
 - ___ Topographic contours at a minimum interval of two (2) feet
 - ___ Adjacent streets and street rights-of-way
 - ___ On site streets and street rights-of-way
 - ___ Utilities and utility easements for electric; natural gas; telephone; water; sewer (sanitary and storm); fiber optic lines; and antenna, satellite dishes, and other communication poles and transmission lines
 - ___ All buildings and structures
 - ___ Parking facilities (with provisions for bicycles, scooters, and motorcycles)
 - ___ Water bodies and wetlands (including flood plain and floodway delineations)
 - ___ Surface water holding ponds, drainage ditches, and drainage patterns
 - ___ Sidewalks, walkways, trails, and driveways
 - ___ Off street loading areas and docks
 - ___ Fences and retaining walls
 - ___ All exterior signs
 - ___ Exterior refuse storage/collection areas
 - ___ Exterior lighting
 - ___ Traffic flow on and off site
- 8. Location of open space.
- 9. Site statistics, including site square footage, percent site coverage, percent open space, and floor area ratio.

- 10. Location and dimensions of proposed outdoor display areas.
- 11. Architectural rendering of the proposed structures and buildings, including all exterior dimensions, gross square footage of existing and proposed buildings and structures, and the description of all exterior finish materials.
- 12. Erosion control plans.
- 13. A staging plan for any projects involving more than one phase or construction season, including the timeline of construction, the proposed uses and structures of various service facilities, and the estimated completion dates.
- 14. Impact analysis to effects of a proposed development on activities, utilities, circulation, surrounding land uses, community facilities, noise, environment, and other factors.
- 15. Other information, not mentioned in Village Ordinance 11.29, considered pertinent by Village of Allouez staff and/or the developers shall include, but is not limited to:
 - Identification of adjacent properties within 200 feet of all boundaries and depiction of structures on those properties.
 - Location, identification, and dimensions of existing and proposed grading plans.
 - Location, identification, and dimensions of existing and proposed landscaping.
 - Location, identification, and dimensions of existing and proposed photometric lighting plans.
 - Storm water management plans.

Contact Information:

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Forms for Site Plan Review and the Village ordinances may be found at the Village website:

<http://www.villageofallouez.com/>

**DEVELOPER CHECKLIST FOR
PLANNED DEVELOPMENT DISTRICT
PRELIMINARY APPROVAL
(\$500 required application fee)**

Name of project: _____

Address of project: _____

Name of developer: _____ Name of owner: _____

***For a project to be considered for the Planned Development District (PDD) process, this checklist must be completed and submitted with the requested items listed below, required fees, and the Planned Development District application as stated in Village ordinance 11.25.*

The applicant shall provide the following information in adequate detail to satisfy the plan commission in its recommendation regarding preliminary approval of a PDD. All site plans and subsequent revisions must be dated and drawn to an engineering scale no greater than one (1) inch equals one hundred (100) feet. Complete site plans shall include the following:

- One (1) full size plan set.
- Fifteen (15) eleven (11) inches by seventeen (17) inches plan sets.

All plan sets shall include the following information:

- A statement describing the general character of the intended development.
- An accurate map of the project area, prepared by a registered surveyor, showing the nature and, use, and character of neighboring properties.
- A general development plan of the proposed project showing the following information in sufficient detail:
 - ___ The pattern of public and private roads, driveways, and parking facilities.
 - ___ The size and location of lots.
 - ___ The type, size and location of structures.
 - ___ The location of sanitary and storm sewer lines, water mains, and lighting.
 - ___ The location of recreational and open space areas reserved or dedicated for public uses such as a school, park, etc.
 - ___ General landscape treatment.
- Statistical data on the size of the development, residential density, ratio of various land uses, economic analysis of the development, and any other data pertinent to the evaluation of the criteria listed in the above item, as defined in 11.25(G):
 - ___ Character and Intensity of Land Use.
 - ___ Economic Feasibility and Impact.
 - ___ Engineering Design Standards.
 - ___ Preservation and Maintenance of Open Space.
 - ___ Implementation Schedule.

- Architectural drawings and sketches illustrating the design and character of proposed structures.
- If applicable, a general outline of the rules and regulations , deed restrictions, and private provision of common services of a property owner association in which the proposed project would be located in.
- An accurate drawing showing the location, size, height, type and design of all exterior signs.
- A preliminary storm water management plan.

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Forms for a Planned Development District and details pertaining to the Allouez Village ordinances may be found at the Village website: <http://www.villageofallouez.com/>

**DEVELOPER CHECKLIST FOR
PLANNED DEVELOPMENT DISTRICT
FINAL APPROVAL**

Name of project: _____

Address of project: _____

Name of developer: _____ Name of owner: _____

***To be considered for the Planned Development District process, this checklist must be completed and submitted with the requested items listed below, required fees, and the Planned Development District application as stated in Village ordinance 11.25.*

All site plans and subsequent revisions must be dated and drawn to an engineering scale no greater than one (1) inch equals one hundred (100) feet. Complete site plans shall include the following:

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