

# 2015 PLANNING DEPARTMENT ANNUAL REPORT



Photo Credit: Kristi Weber 2015

## City Planning Department Staff:

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## LETTER FROM THE PLANNING DEPARTMENT

This report focuses primarily on the notable developments occurring in 2015. However, development occurring in the past year should also be viewed in the larger context of past and future planning efforts. Elected officials, Plan Commissioners, and City Staff have worked to ensure that growth contributes to true community development and preserves characteristics that define the City of Oconomowoc.

The 2015 year remained steady for City development, with almost the same number of applications as 2014. The main accomplishment in 2015 was the approval of several diverse residential developments throughout the City. We hope the information found in this report will be informative to our citizens as we continue to plan for Oconomowoc's future.

## Common Council

David Nold Mayor  
Derek Zwart 1st District  
Jeff Schmidt 1st District  
Ken Herro 2nd District  
Tom Strey 2nd District  
Matt Rosek 3rd District  
Michael Miller 3rd District  
Charlie Shaw 4th District  
John Gross 4th District

## Plan Commission

Mayor David Nold Chairperson  
James Callaghan  
John Gross  
Robert Lex  
John Snyder III  
Stan Sugden City Engineer  
Derek Zwart Alderman

## Board of Zoning Appeals

Bill Mielke Chairperson  
Kyle Driscoll  
Joseph Warren  
Lou Kowieski  
Bonnie Goodson 1st Alt.  
Bob Morgan 2nd Alt.

## Architectural Commission

Kent Johnson Chairperson  
Jeremy Flint  
Anne Nelezen  
Kurt Schrang  
Paul Schultz

# development activity summary

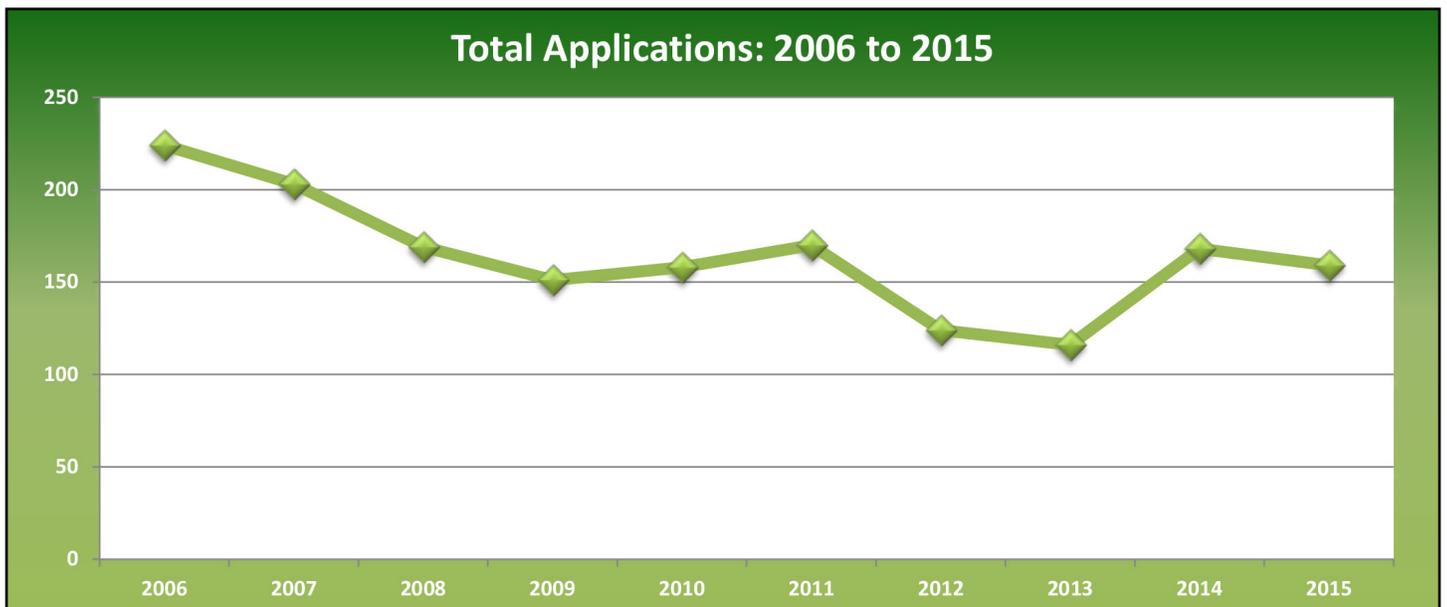
Planning Staff has witnessed consistent interest in development. In 2015, the number of applications remained relatively the same as 2014, which is a reflection of the rebounding economy. Planning Staff anticipates the City will build on this momentum and forecasts similar activity in 2016.

Approvals	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Subdivision Plats	6	2	2	1	1	0	0	0	7	4
Certified Survey Maps	11	21	17	11	10	15	9	11	7	10
Site Plan, Commercial	33	20	13	9	19	19	8	3	6	11
Site Plan, Industrial	5	2	1	2	1	1	2	0	0	3
Site Plan, Institutional	2	6	5	3	3	6	1	0	1	1
Sign Applications	45	33	28	34	27	31	21	31*	33*	33*
Architectural Applications	26	28	26	13	14	23	11	13	20	15
Certificate of Zoning	19	21	18	18	20	26	19	0**	0**	0**
Occupancy Compliance	0	0	0	0	0	0	0	0	39	43
Conditional Use Permits	27	24	7	6	12	12	5	4	5	1
Zoning Text Amendments	4	5	9	6	3	5	3	4	2	1
Rezoning	8	8	5	4	6	2	4	3	4	5
Temporary Use Permits	32	30	31	42	38	28	41	45	43	32
Zoning Board of Appeals	6	9	5	2	4	2	0	2	0	0
<b>Totals</b>	<b>224</b>	<b>209</b>	<b>167</b>	<b>151</b>	<b>158</b>	<b>170</b>	<b>124</b>	<b>116</b>	<b>167</b>	<b>159</b>

**NOTES:**

\* Based on a 2012, Zoning Ordinance Amendment, not all signs require review by the Architectural Commission. In 2015, (8) signs were approved by the Architectural Commission and (25) by Planning Staff.

\*\* Based on a 2012 Ordinance Amendment, Certificates of Zoning are no longer required and the type of uses requiring a Conditional Use Permit have been reduced. Planning now reviews zoning for business requesting Occupancy Compliance.



# we are home sweet home

The main accomplishment for the Planning Department in 2015 was the guiding of the residential development throughout the City. The following pages showcase specific developments and details the various approvals received. These developments are a success due to the cooperation of the Common Council, Plan Commission and Architectural Commission working together to achieve a common goal for the community.

## Azura Memory Care of Oconomowoc

A total of (40) unit, (44) bed Memory Care Assisted Living Community. The City recognizes the need for housing for all stages of life and understood there was a deficiency for elderly care facilities.



*Azura under construction, photos taken January 2016*

## Lutheran Homes of Oconomowoc

Lutheran Homes of Oconomowoc, also known as Shorehaven, proposed adding new buildings including: a wellness center, a commons building, catered living apartments, and a picnic pavilion. Final site plan approval anticipated in 2016.

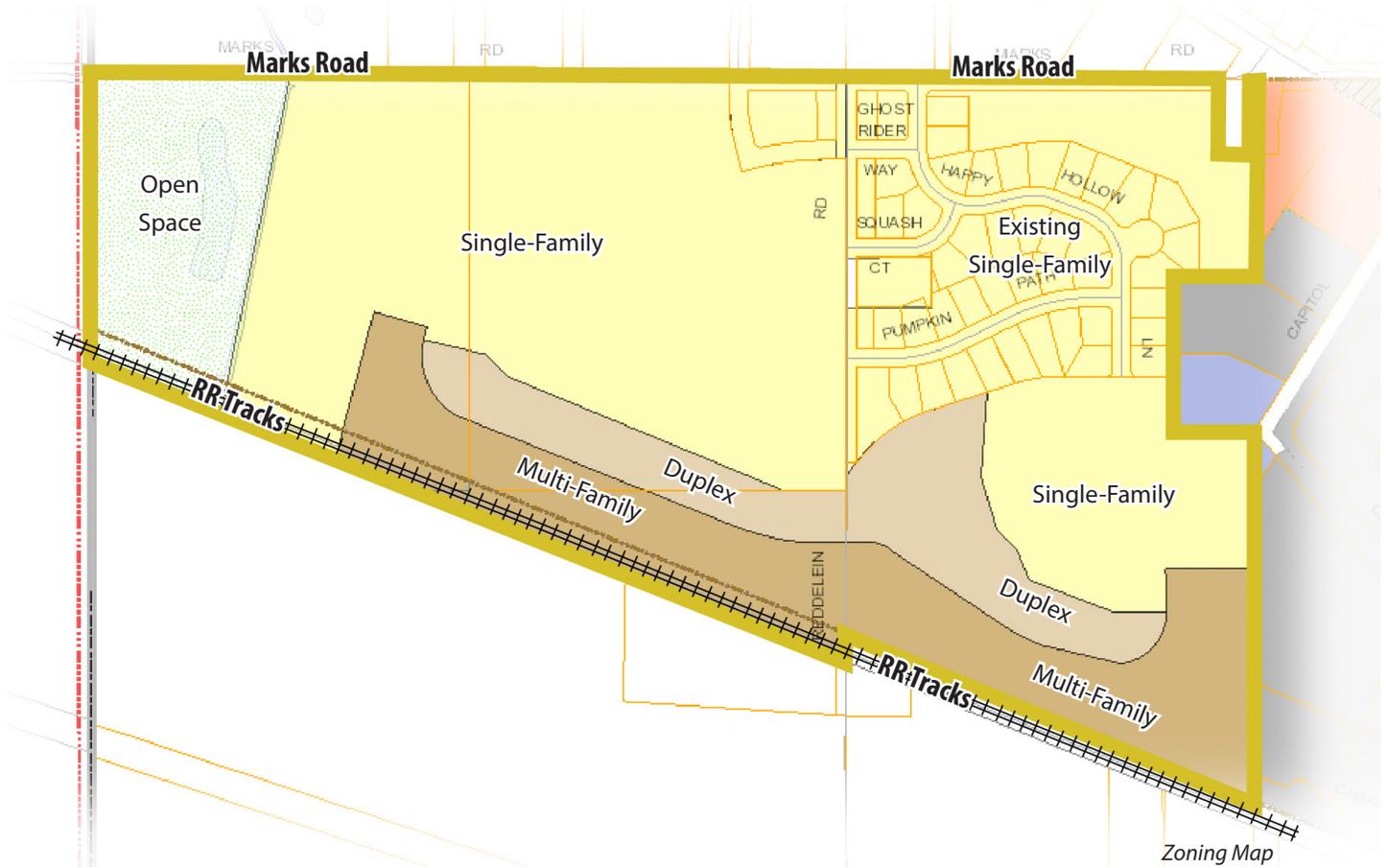


*An aerial of the proposed new buildings on their campus.*

# we are home sweet home

## Weston Meadows

During 2015, the City approved a comprehensive land use plan amendment and rezoning for the Weston Meadows residential development. Final plat approval for the next phase is anticipated in 2016.



## The Glen of Oconomowoc

During 2015, the Planning Department continued to review and approve each of the (2) and (4) unit condominiums. Construction occurred for most units in 2015.



Clubhouse, photo taken January 2016.

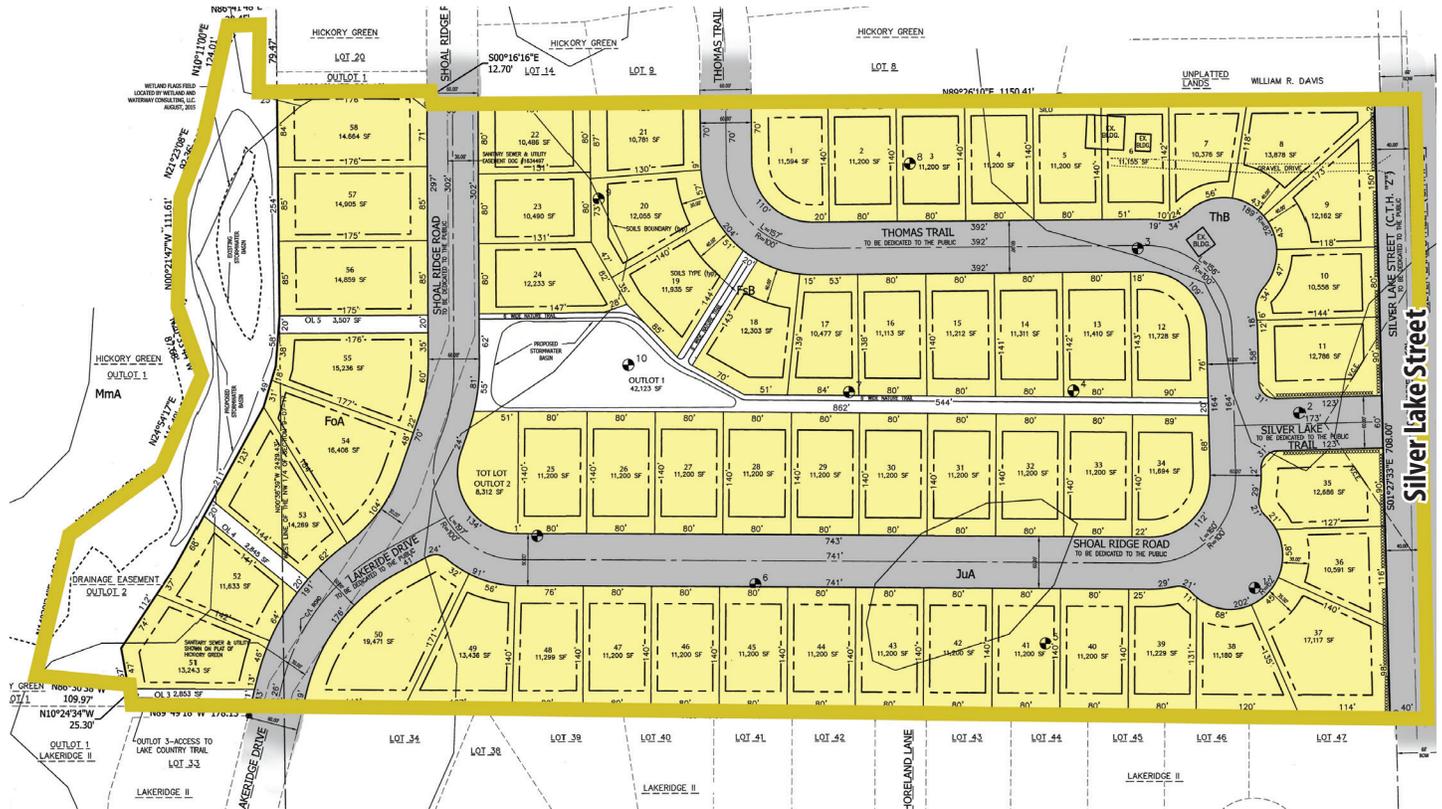


View from Pine Ridge Court, photo taken January 2016.

# we are home sweet home

## Silver Lake Trails

Previously Storms mini-golf and range, was purchased for development of (58) single-family homes. The layout will complete the access between the subdivisions to the north and the south. Zoning was changed in 2015 from UR to SR, and plat approvals are anticipated in 2016.



## Parc on Lac LaBelle

Located east of the City of Oconomowoc's Community Center, a new residential complex on Lac LaBelle has been approved. The building has (2) towers with a total of (17) condominiums units. Construction is anticipated in 2016.



Proposed view from Wisconsin Avenue



Proposed view from Lac LaBelle



# development activity

## **BUILDING APPROVALS : ARCHITECTURAL COMMISSION**

The Architectural Commission approves building architectural materials, colors, and designs prior to any construction or re-construction of any buildings other than one and two-family dwellings. Below are projects approved by the Architectural Commission in 2015:

» <i>Azura Memory Care</i>	<i>New Construction</i>	<i>540 E. Forest Street</i>
» <i>Robruck Building</i>	<i>Lighting Plan</i>	<i>1225 Robruck Drive</i>
» <i>Lorleberg Hardware</i>	<i>Screening Plan</i>	<i>900 E. Wisconsin Avenue</i>
» <i>George Webb Restaurant</i>	<i>Façade Amendment</i>	<i>645 E. Wisconsin Avenue</i>
» <i>Starbucks</i>	<i>New Construction</i>	<i>Pabst Farms Circle</i>
» <i>Crafty Cow</i>	<i>Façade Amendment</i>	<i>153 E. Wisconsin Avenue</i>
» <i>Todd's Grill</i>	<i>Façade Amendment</i>	<i>164 E. Wisconsin Avenue</i>
» <i>Retreat at Prairie Creek</i>	<i>Building Apartment Plans</i>	<i>Lisbon Road</i>
» <i>Azura Memory Care</i>	<i>Building Plan Amendment</i>	<i>540 E. Forest Street</i>
» <i>Ace Precision</i>	<i>Building Addition Plans</i>	<i>977 Blue Ribbon Circle</i>
» <i>Bella Gusto</i>	<i>Canopy Plan</i>	<i>29 S. Main Street</i>
» <i>First Bank Financial Centre</i>	<i>Detached Accessory Building</i>	<i>207 South Street</i>
» <i>Parc on Lac LaBelle</i>	<i>New Construction</i>	<i>W. Wisconsin Avenue</i>
» <i>Old Theatre Mall</i>	<i>Façade Color Amendment</i>	<i>169 E. Wisconsin Avenue</i>
» <i>Shorehaven / LHO</i>	<i>New Construction</i>	<i>1306 W. Wisconsin Avenue</i>

## **CERTIFIED SURVEY MAPS (CSM)**

The Plan Commission and Common Council reviews all land divisions in the City. The following CSM's were approved in 2015:

» <i>The Glen of Oconomowoc</i>	<i>Creates two lots</i>	<i>Lisbon Road</i>
» <i>Dr. Martin Luther Church</i>	<i>Combine lots</i>	<i>325 S. Main Street</i>
» <i>Paganica Court</i>	<i>Create one lot</i>	<i>1530 Paganica Court</i>
» <i>Chaffee Road</i>	<i>Reconfiguration</i>	<i>500 Chaffee Road</i>
» <i>Parc on Lac LaBelle</i>	<i>Combine lots</i>	<i>136, 144 and 204 W. Wisconsin Avenue</i>

## **EXTRATERRITORIAL CERTIFIED SURVEY MAPS (ET CSM)**

The City reviews all land divisions located outside of the City within the City's extraterritorial review boundaries. The following extraterritorial CSM's were approved in 2015:

» <i>Frame Family</i>	<i>Create one lot</i>	<i>N88 W38771 Mapleton Road, Town of Ocon.</i>
» <i>Dehnert Family</i>	<i>Create three lots</i>	<i>W771 Valley Road, Town of Concord</i>
» <i>Conley Family</i>	<i>Combine lots</i>	<i>N52 W37049 Washington, Town of Ocon.</i>
» <i>First Bank Financial</i>	<i>Reconfiguration</i>	<i>W359 N5900 Brown Street, Town of Ocon.</i>
» <i>Curran Family</i>	<i>Create one lot</i>	<i>N6122 Grey Fox Trail, Town of Concord</i>

# development activity

## PUBLIC HEARINGS

Prior to acting on certain applications, the Plan Commission conducts public hearings to hear input on the specific request from the general public. In 2015, six (6) public hearings were held:

» Shorehaven / LHO	General Development Plan Amend.	1305 & 1306 W. Wis. Ave.
» Prairie Creek Ridge Add #1	Rezoning of 13 acres	Lake Drive
» Zoning Code Text Amendment	Amending the UR zoning district	All UR zoned areas
» Morgan Property	Comp Plan Amend / Rezoning of .44 ac	411 W. Wisconsin Avenue
» Weston Meadows	Comp Plan Amend / Rezoning of lands	Marks Road
» Lakeridge Meadows	Rezoning of 19 acres	1330 S. Silver Lake Street

## SUBDIVISION ACTIVITY

Continuing from trend of 2014, there was an upswing in residential growth in 2015. The Planning Department wants to maintain a balanced housing stock within the City. The following activity took place in 2015:

» Prairie Creek Ridge Add. #1	Preliminary Plat 33 lots	Lake Drive
» Pine Ridge Estates II	Final Plat, phase I 26 lots	Lisbon Road
» Pine Ridge Estates	Easement Release Amend.	Lisbon Road
» LaBelle Condos	Condominium Plat	306 N. Lake Road

## RESOLUTIONS

From time-to-time the Plan Commission reviews and approves resolutions on various topics. The following resolutions were approved in 2015:

» Amended Extra-Territorial Platting Map	Removed Town of Ixonia
» Acquisition of Property	304 Silver Lake Street
» Vacation of Right-of-Way	Greenland Avenue

## ADMINISTRATIVE SITE PLAN PROJECTS

» Ocon. Molded Products	1220 Capitol Drive	Liquid Nitrogen Tank
» US Cellular	965 Cannon Gate Rd	Antenna Amendment
» First Bank Financial Centre	207 South Street	Garage / Storage Bldg
» Moon Lit Grill	1288 Summit Ave	Outdoor Dining Deck
» Hops & Leisure	1225 Robruck Drive	Outdoor Patio
» Buca Restaurant	515 E. Wisconsin	Outdoor Dining Deck
» Orbis Corporation	1055 Corporate Dr	Parking Lot Expansion
» Ocon. Memorial Hospital	791 Summit Avenue	MRI Building Addition
» T-Mobile	965 Cannon Gate Rd	Antenna Amendment

# development activity

## SIGN APPROVALS

In 2012, the City's Sign Ordinance was changed to allow the City Planner to approve most signs. Prior to that Code change, the Architectural Commission approved all signs. The following businesses had signs approved by the Architectural Commission in 2015:

» LaBelle Legacy	Signage plan	105 W. Wisconsin Avenue
» Lorleberg Hardware	Signage plan	900 E. Wisconsin Avenue
» Pro Health Care	Signage plan	1185 Corporate Center Drive
» Bella Gusto	Signage plan	29 S. Main Street
» K-Mart Center	Master Sign Plan	1450 Summit Avenue
» Avenue Square Mall	Master Sign Plan	175 E. Wisconsin Avenue
» Oconomowoc BP	Signage plan	744 E. Wisconsin Avenue
» Qdoba Restaurant	Signage plan	1680 Old School House Road

## ADMINISTRATIVE SIGN APPROVALS

» Breakshots Huba-Huba	105 S. Main Street	Projecting & Wall	1/9/15
» Mazatlan Restaurant	511 E. Wisconsin Avenue	Wall	1/14/15
» Right Way Auto Sales	200 S. Silver Lake Street	Wall	1/14/15
» Oil Well, LLC	31 S. Main Street	Projecting	3/18/15
» Oconomowoc Accounting	606 E. Wisconsin Avenue	Wall	3/26/15
» Hops & Leisure	1225 Robruck Lane	Wall	3/26/15
» Good Shepherd Church	800 N. Lake Road	Wall	3/26/15
» Oconomowoc Utilities	808 S. Worthington Street	Ground	5/21/15
» C.Q. Nails	1288 Summit Avenue	Wall	5/21/15
» Oconomowoc City Beach	324 W. Wisconsin Avenue	Ground	6/3/15
» Thirsty Bird Saloon	119 S. Main Street	Projecting	6/12/15
» Anytime Fitness	1288 Summit Avenue	Wall	6/22/15
» McDonald's Restaurant	880 E. Wisconsin Avenue	Reader Board Replacement	6/29/15
» Mini-Market El Lago	116 N. Main Street	Wall	7/20/15
» S&J Café	113 S. Main Street	Wall	7/22/15
» George Webb	645 E. Wisconsin Avenue	Wall	8/20/15
» Dollar Tree	1420 Summit Avenue	Wall	9/10/15
» Raw Beauty	211 W. Second Street	Wall	9/10/15
» Allstate	1280 Brown Street	Wall	9/22/15
» U Brew U	1225 Robruck Lane	Wall	10/22/15
» Loft 24	1341 W. Wisconsin Avenue	Wall	10/23/15
» L & D Graphics	1101 W. Second Street	Wall	10/26/15
» Planet Fitness	1412 Summit Avenue	Wall	11/23/15
» Rogers Memorial Hospital	1205 Corporate Center	Wall	11/24/15
» Sorting Hat	110 W. Wisconsin Avenue	Projecting	12/4/15

# development activity

## TEMPORARY USE PERMITS

A temporary use permit is issued for an activity that is to be conducted within the City for a period not to exceed one (1) year duration. Typical temporary uses include charity walks and events, contractor's offices, seasonal outdoor sales or grand opening events. In 2015, events that occur in the parks, and runs/walks/rides were transferred from the Planning Department to the Department of Parks, Recreation and Forestry. The following permits were issued by the Planning Staff in 2015:

- |                                       |  |   |
|---------------------------------------|--|---|
| » <i>Farmer's Market</i>              | <i>Downtown</i>                            | <i>Downtown Parking lot</i>               |
| » <i>Plant &amp; Flower Sales</i>     | <i>Rhodee Floral &amp; Greenhouse</i>      | <i>Pabst Farms Marketplace &amp; YMCA</i> |
| » <i>Customer Appreciation event</i>  | <i>Piggly Wiggly</i>                       | <i>1300 Brown Street</i>                  |
| » <i>Fruit &amp; Vegetable Sales</i>  | <i>Ingersoll Farms</i>                     | <i>Whitman Park &amp; Lorleberg's</i>     |
| » <i>Seasonal Sales</i>               | <i>K.J. Sports Ware</i>                    | <i>419 E. Wisconsin Avenue</i>            |
| » <i>Customer Events</i>              | <i>Wisconsin Harley Davidson</i>           | <i>1280 Blue Ribbon Drive</i>             |
| » <i>Membership Trailer</i>           | <i>Anytime Fitness</i>                     | <i>1288 Summit Avenue</i>                 |
| » <i>Weber Grill Challenge</i>        | <i>Wisconsin Harley Davidson</i>           | <i>1280 Blue Ribbon Drive</i>             |
| » <i>Tree Ripe Citrus</i>             | <i>Fruit Sales</i>                         | <i>Radtke Appliance &amp; Olympia</i>     |
| » <i>Outside Park Vendors</i>         | <i>Festival of the Arts</i>                | <i>604 Juneau Avenue</i>                  |
| » <i>Outside Park Vendors</i>         | <i>Festival of the Arts</i>                | <i>415 Oakwood Avenue</i>                 |
| » <i>Outside Park Vendors</i>         | <i>Festival of the Arts</i>                | <i>429 Oakwood Avenue</i>                 |
| » <i>Outside Park Vendors</i>         | <i>Festival of the Arts</i>                | <i>511 Oakwood Avenue</i>                 |
| » <i>Outside Park Vendors</i>         | <i>Festival of the Arts</i>                | <i>421 Oakwood Avenue</i>                 |
| » <i>Outside Park Vendors</i>         | <i>Festival of the Arts</i>                | <i>410 Oakwood Avenue</i>                 |
| » <i>Outside Park Vendors</i>         | <i>Festival of the Arts</i>                | <i>602 Cherry Street</i>                  |
| » <i>Outside Park Vendors</i>         | <i>Festival of the Arts</i>                | <i>405 Oakwood Avenue</i>                 |
| » <i>Outside Park Vendors</i>         | <i>Festival of the Arts</i>                | <i>435 Oakwood Avenue</i>                 |
| » <i>Outside Park Vendors</i>         | <i>Festival of the Arts</i>                | <i>519 Oakwood Avenue</i>                 |
| » <i>Outside Park Vendors</i>         | <i>Festival of the Arts</i>                | <i>523 Oakwood Avenue</i>                 |
| » <i>Outside Park Vendors</i>         | <i>Festival of the Arts</i>                | <i>575 Oakwood Avenue</i>                 |
| » <i>Outside Park Vendors</i>         | <i>Festival of the Arts</i>                | <i>543 Oakwood Avenue</i>                 |
| » <i>Outside Park Vendors</i>         | <i>Festival of the Arts</i>                | <i>539 Oakwood Avenue</i>                 |
| » <i>Outside Park Vendors</i>         | <i>Festival of the Arts</i>                | <i>445 Oakwood Avenue</i>                 |
| » <i>Outside Park Vendors</i>         | <i>Festival of the Arts</i>                | <i>613 Oakwood Avenue</i>                 |
| » <i>Outside Park Vendors</i>         | <i>Festival of the Arts</i>                | <i>614 Oakwood Avenue</i>                 |
| » <i>Dark Carnival</i>                | <i>Haunted House</i>                       | <i>212 E. Wisconsin Avenue</i>            |
| » <i>Country Craft Fair</i>           | <i>First Congregational United Church</i>  | <i>815 Concord Road</i>                   |
| » <i>Christmas Tree Sales</i>         | <i>Bill's Trees</i>                        | <i>Whitman Park</i>                       |
| » <i>Christmas Tree Sales</i>         | <i>Pick 'N Save</i>                        | <i>Pabst Farms Marketplace</i>            |
| » <i>Life's A Party Face Painting</i> | <i>Outside Various Downtown Businesses</i> | <i>Downtown</i>                           |
| » <i>Taqueria Gabriel</i>             | <i>Food Trailer</i>                        | <i>212 E. Wisconsin Avenue</i>            |

# development activity

## OCCUPANCY COMPLIANCE

In 2015, Planning reviewed occupancies of businesses locating in existing buildings to determine the proposed use complied with the Zoning. The following applications were reviewed in 2015:

» Hops & Leisure, LLC	1225 Robruck Drive	1/20/2015
» Reflexology Station & Massage	1288 Summit Ave, Suite 117	2/2/2015
» Ironclad Power Systems	1300 Capital Drive, 106,107,108	3/2/2015
» Automation Systems International	54 Capitol Drive	3/2/2015
» Duraclean Services Corp.	1300 Capital Drive, 109 & 110	3/11/2015
» Johnny Safro's Investment Cars	45 Capitol Drive	3/12/2015
» Oil Well, LLC	31 S. Main Street	3/13/2015
» Moon Lite Grill	1288 Summit Ave, Suite 118"	4/10/2015
» Oconomowoc Utilities	801 S. Worthington Street	4/16/2015
» Rogers Memorial Hospital	1205 Corporate Center Drive	4/20/2015
» Family Tae Kwon Do Champions	125 N. Fowler Street	5/8/2015
» Vanguard Video 2	118 N. Thompson Street Suite 8	5/18/2015
» Anytime Fitness	1288 Summit Avenue	5/18/2015
» Soul Bottom Wellness, LLC	120 E. Wisconsin Avenue	5/20/2015
» Thirsty Bird Saloon	119 S. Main Street	6/12/2015
» Tree-Ripe Citrus Company	718 Armour Road	6/12/2015
» S&J Café	113 S. Main Street	7/1/2015
» U Brew U, LLC	1225 Robruck Drive	7/1/2015
» Mini Market el lago	116 N. Main Street	7/10/2015
» ABC Daycare (Name TBD)	135 Rockwell Street	7/16/2015
» Lake Country Range & Putt	1330 S. Silver Lake Street	7/16/2015
» Shorehaven Storage	45 Capitol Drive	7/20/2015
» Bella Gusto, LLC	29 S. Main Street	7/21/2015
» The Sorting Hat	110 W. Wisconsin Avenue	8/3/2015
» Forefront Dermatology	1320 Pabst Farms Circle, Suite 180	8/12/2015
» The Purple Giraffe	175 E. Wisconsin Avenue, Suite C	8/21/2015
» Planet Fitness	1412 Summit Avenue	8/24/2015
» Eat Smart Café	1416 Summit Avenue	8/27/2015
» 9 Round Fitness	1280 Brown Street, Suite K	8/27/2015
» AJ's Pub	125 N. Main Street	9/3/2015
» Allstate Insurance	1280 Brown Street, Suite K-1	9/8/2015
» Dollar Tree	1420 Summit Avenue	9/11/2015
» Open Guard Brazilian Jiu Jitsu	24 S. Main Street	9/28/2015
» Loft 24	1341 W. Wisconsin Avenue	10/23/2015
» Sky Vell Jewelry Foundation	420 E. Wisconsin Avenue	10/29/2015
» Oconomowoc BP Gas	744 E. Wisconsin Avenue	11/2/2015
» LC Custom Fitness	1341 W. Wisconsin Avenue	11/12/2015
» Kilo 1 Six Arms	405 E. Forest Street	11/23/2015
» BRX Performance	965 Cannon Gate Road	11/30/2015
» Hammer Down	128 B Silver Lake Street	11/30/2015
» Raw Beauty Salon	211 W. Second Street	12/2/2015
» Eyecom	1823 Executive Drive	12/4/2015
» Wismarq	440 Lapham Street	12/17/2015

# 2015 planning department initiatives

## WEBSITE IMPROVEMENTS

» *Planning Staff continues to be the Top Webmaster for the City. In 2015, Staff along with the Economic Development Director and the Community Outreach and Services Assistant redesigned the entire website. The new website caters to the growing demand of technology by formatting to fit all computer screens, tablets and smart phones.*



Previous Website Homepage, Screenshot "BEFORE."



New Website Homepage, Screenshot "AFTER."

## LEAN FOR GOVERNMENT EDUCATION

» *Both Planning Department employees volunteered to attend the LEAN for Government training classes through Waukesha County Technical College (WCTC), in which the classes were held at the Waukesha County Administration Offices. At the conclusion of the training, Planning Staff were certified in LEAN, which focused on improving efficiencies in the workplace.*

## PAPERLESS PACKETS

» *As result of the tools learned from the LEAN education, the Plan Commission packets changed from paper copies to digital. In June, the entire packet has been scanned and placed on the City's website for the members and the general public to view. This improves efficiency and transparency of getting information out the interested parties.*

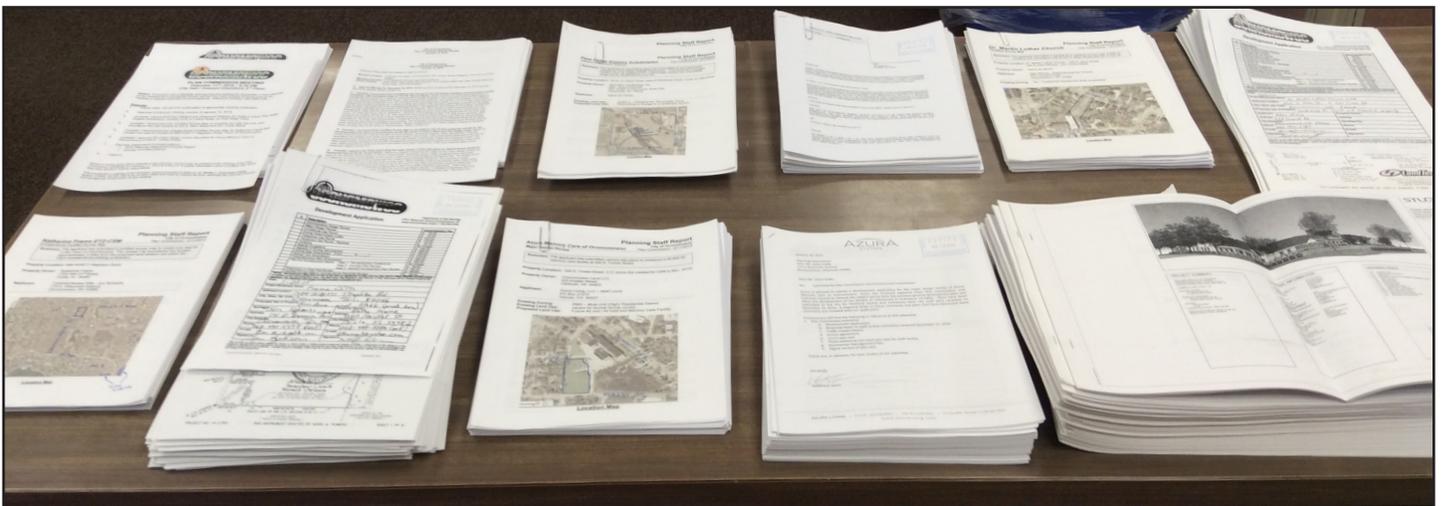
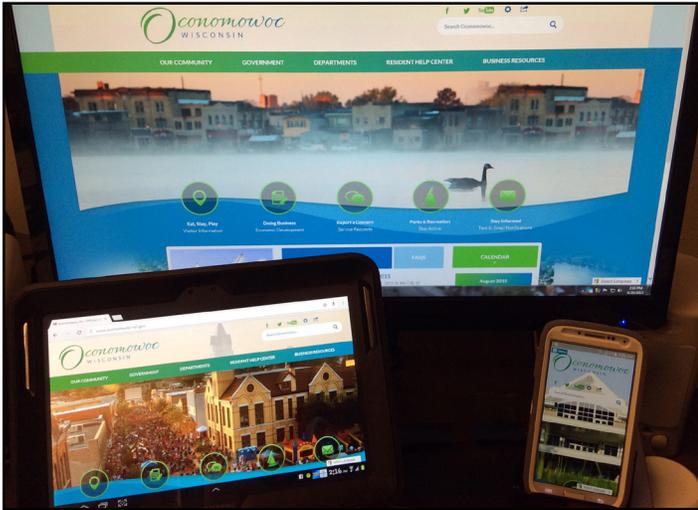


Photo of the Plan Commission Packet prep process prior to going digital.

## COMMUNITY BRANDING

» With the launch of the new website, it became evident that our community brand needed to be cohesive while meeting the demands of technology. Planning Staff designed the City's Newsletter layout to reflect the design aesthetics of the new website as well as a new social media icon that is used for the City's App, Facebook and Twitter accounts.



The City's new website as viewed on a desktop, tablet, and smartphone.



The City's new social media icon.



The City's new newsletter layout.

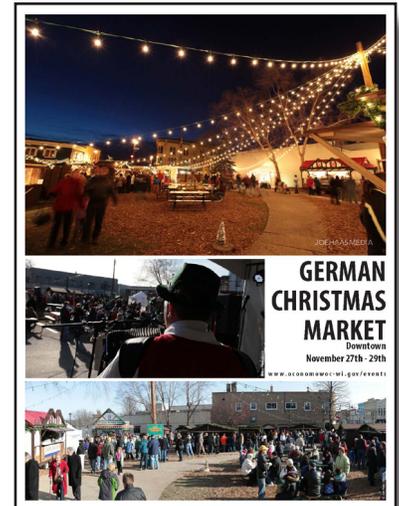
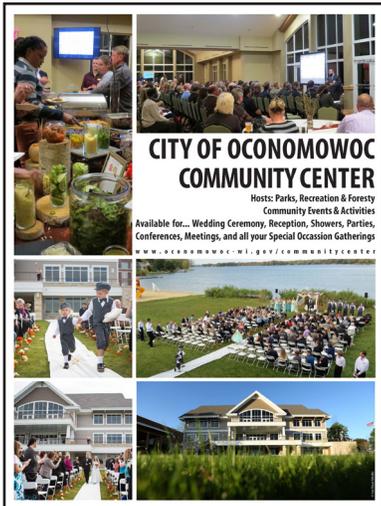
## SOCIAL MEDIA MASCOT

» As evident by our social media analytics, our primary demographics for our social media accounts is a young professional, 35-44 year old female with a young family. In order to engage young families, Planning Staff developed a social media mascot that would show off fun things in this great City.

# department initiatives continued

## HALLWAY ART

» An idea of the Planning Department became reality in 2015 with the creation of Hallway Art on the Second Floor of City Hall. Community events and other significant information are now showcased on 2' x 3' posters professionally framed and hung for the public to view. This idea promotes the City and brings attention to the large number of City endorsed events throughout the year.



## DWELLING REVIEW PROCESS

» Planning created a comprehensive checklist for the residential dwelling review process. Each single-family home constructed in the City is reviewed by Planning prior issuance of Building Permit. The new checklist improves the review quality and efficiency.

## EXTRA-TERRITORIAL PLATTING MAP

» Planning drafted an ordinance to amend the City's Extra-Territorial Platting Jurisdiction Map. The amendment removed the Town of Ixonia from the City's land division review. The 3 mile review area into the Town was removed for several reasons; including being in a different County, make future annexations difficult and the Town has strict farmland preservation.

## DOWNTOWN PLANNING VISION

» Per the request of the Common Council, Planning coordinated three Committee of the Whole Planning Sessions that focused on the Downtown Zoning, including the approval process, architectural design and bulk requires for future Downtown Projects. Updated ordinances are anticipated in the future pertaining to the maximum building heights, parking requirements and building setbacks.



# 2016 department goals

## SPECIFIC PROJECTS

### Subdivision Code Re-Write

Rewrite the City's Subdivision Ordinance, including special attention to the Parkland Dedication process. DPW sees the importance of this goal and will be providing assistance. The subdivision standards do not match the City specifications.

### Downtown Planning

Continue working with the Committee of the Whole on the Downtown Zoning and Specific Area Design Guidelines.

### East Wisconsin Avenue Corridor Study

Create a plan with architectural standards for the area from the roundabout east to By-pass.

### Subdivision Lot Size Study

Review the existing lot sizes and present findings to the Plan Commission. Make determination if changes to ordinance regarding sizes should be incorporated.

### Sign Ordinance Amendment

Change the sign ordinance to be in compliance with changes in Federal Law regarding content neutral.

### Urban Reserve Zoning District

Test amendment regarding requiring site development plans for large vacant parcels.

### City Wide Planning Inventory

Create an overall map that shows what areas have been incorporated into neighborhood plans and which areas have not.

### Wetland Model Ordinance

Review City's codes and regulations for wetlands and review the model ordinance to see if City is consistent.

### Job / Housing Balance Analysis

Work with SEWRPC to determine if a housing imbalance exists in the City.

### Bike & Ped Planning

Assist Park Recreation and Forestry establish better continuity between sidewalk, on-street and off-street trail and sidewalk connections.

### Greenbelt Initiative

Assist Park, Recreation and Forestry with the advancement of the greenbelt planning with mapping and grants to kick off the green trail system by Rosenow Creek.

### Sustainability Page

Create a sustainability page for the City's website showcasing the City's efforts to improve sustainability.

### Procedure Book

Update procedure book to reflect changes in the new Zoning Ordinance.

### Architectural Downtown Vision

Using the latest software, create visions for several concept designs for existing Downtown Buildings on how they could be upgraded. Started but not complete.

### Fee Booklet

Amend the fee and process booklet to reflect newly adopted and increased fees.

## OPERATIONS

### Olympia Golf Course

Assist future owners of this property with the review and approval for improvements to this site.

### Pabst Farms

Assist with the review and approval for any development in the Town Centre area.

### City App

Continue to work with Economic Development to promote City App.

### Hallway Art

Maintain the informative and interesting pieces of framed posters to promote events in the City.

### Social Media

Continue to utilize and keep the Facebook, YouTube and Twitter accounts current to engage the public.

### Downtown

Improve communication, regulations and enforcement for downtown businesses, including signage, outdoor seating and display, events, occupancy, streetscape, and façade improvements that results in an improved image.

### Education / Certifications

Continue with education by attending conferences and maintaining all Department certifications.

### Community Representation

Serve on various community boards such as Downtown Oconomowoc Business Association, Lead By Example, Silver Streak and Project Lead the Way. Provide informative community speeches regarding the role of the Planning Department and City Development.

### Paperless

Continue to produce the Plan Commission packets paperless and help other departments learn the ways to get the documents and packets out without using paper in digital format.

### Zoning Ordinance/Zoning Map

Keep the zoning map updated. Include all text amendments into the Ordinance after adoption by the City.

### Comprehensive Plan Update

Review the mapping for any discrepancies with the adopted Land Use Plan and make appropriate changes.

### Grant Writing

Planning to become point of contact for all City Departments for grant writing.

### Website Administration

Planning Staff continues to do the up-keep of the City's website. This includes quarterly reporting, on-going maintenance, seasonal changes to continue to use to engage the public.