



City of Green Lake

Developer Guide



Comprehensive Plan 2025-2045 Vision Statement

"In the year 2045 and beyond, residents envision the City of Green Lake to be a safe and friendly community that has valued natural and historical preservation of the lake community, utilizing "smart growth" to provide a variety of housing options and business development, recognized for parks and outdoor recreation, and an excellent School District".

City of Green Lake

Guidelines for Site & Architectural Plan Approvals

Introduction

The City of Green Lake and surrounding towns are rich in history. The town was established in 1847 as the Village of Dartford. The City of Green Lake has become a picturesque destination for vacationers from all over the country and is home to over 1,000 residents. Year-round and seasonal residents enjoy the quaint feel of the small-town lake community. The downtown area is nestled on the shores of the lake and is located in the south-central area of Wisconsin.

As summarized by the 2025 Housing Element of the Comprehensive Plan, the city is in need of diversifying the housing stock to expand and accommodate affordable senior housing and workforce housing. In the 2025 community survey, 55.4% of survey participants favored low-moderate density residential development for the purpose of housing year-round residents, 17.4% opposed new moderate density development expressing concerns related to density, to include, devaluing neighborhoods, possibly increased crime from development, in addition to noting there are already too many short-term rentals.

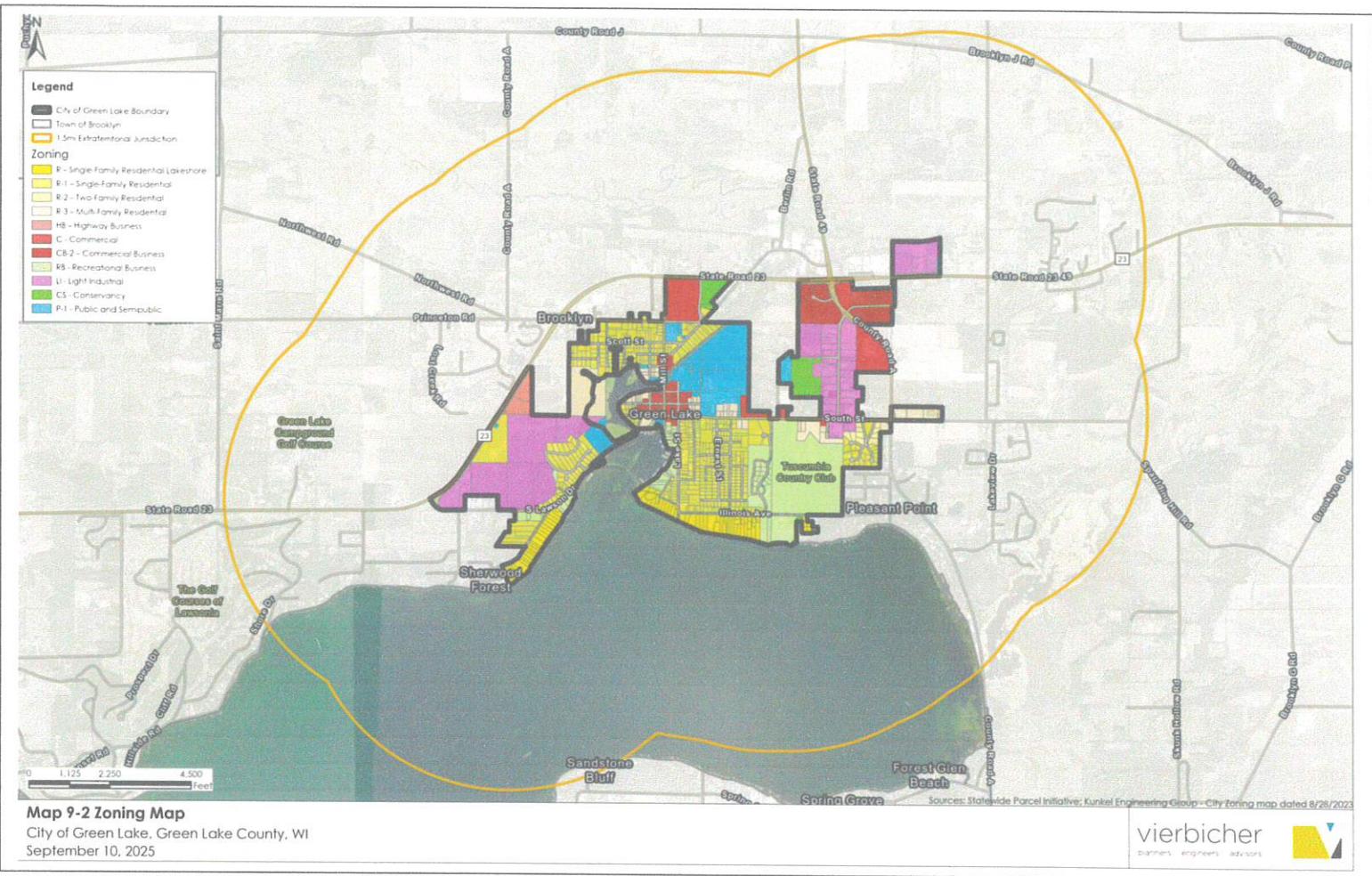
The purpose of these guidelines is to provide developers with a summary of the 2025-2045 Comprehensive Plan, zoning overview, project approval requirements and process to include site and architectural plans. City staff is available for consultation and is willing to provide you with assistance throughout the review process.

Zoning

Zoning regulations are important to ensure incompatible land uses are avoided and potential negative impacts to other land uses are limited. Within each zoning district, certain land uses are permitted. The Zoning Ordinance lists the uses permitted in each district along with other requirements such as minimum lot size, building setbacks and maximum building heights. The following are the Zoning Districts for the City of Green Lake:

Single-Family Residential Lakeshore Dist. (R)	Conservancy District (CS)
Single-Family Residential District (R-1)	Agricultural District (A)
Two-Family Residential District (R-2)	Floodway District (F-1)
Multi-Family Residential District (R-3)	Floodplain District (F-2)
Commercial District (C)	Public and Semipublic District (P-1)
Light Industrial District (LI)	Recreational Business District (RB)
Highway Business District (HB)	Commercial Business District (CB-2)
	Groundwater Protection Overlay District (GWP)

For detailed zoning information visit <https://cityofgreenlake.com/municipal-code/> Title 13- ZONING



Conditional Use

The Zoning Ordinance details uses for each zoning district which include permitted and conditional land uses. A permitted use is permitted by right and can be established within the zoning district for which it is listed if all zoning and other city code requirements are satisfied. Conditional uses are only allowed following review and approval by the City Plan Commission. Conditional uses are uses that, because of their unique or varying characteristics, are not appropriate as a permitted use without consideration in each case of the impact of the location and layout of the use upon neighboring land and of the public need for the particular use at the particular location.

In accordance with the City of Green Lake Municipal Code Section 13-1-63, a Conditional Use Permit may be granted by the Plan Commission provided that such conditional uses or structures are in accordance with the purpose and intent of this Zoning Code and are found to be not hazardous, harmful, offensive, or otherwise adverse to the environment or the value of the neighborhood or community.

A site plan with the application shall include the location of new and existing buildings, parking areas, green area, building setbacks, curb openings, screenings, trash area location, drainage, etc.

Site Plan Review

The purpose of the Site Plan Review is to promote the orderly development of the City of Green Lake, ensuring the stability of land values and the general welfare by reviewing plans and making recommendations on new buildings and building additions. Site Plan Review is required for all new construction, additions, conditional uses or change of use applications. The Zoning Administrator reviews all applications for building permits and conditional use permits for which site plan review is required and makes recommendations based upon that review.

(For additional detailed information regarding site plan review and application requirements and procedures see Appendix for Site Plan Review.)

Process for Site Plan Review and Approval

Five steps...

1. Applicant meets with staff for a Pre-Application Conference to discuss scope of the proposed development.
2. Applicant submits required submittals to include Application for Site Approval, Application for Planned Unit Development (PUD), Conditional Use Permit Application (if required), Application Fees, Project Overview, Site Plan or Plat, Grading, Drainage, Erosion Control Plan, Building Plans, Landscape Plan. (See Appendix)
3. Applicant attends Plan Commission meeting and presents project. *(If requested)* The Plan Commission reviews and comments back to Applicant.
4. Applicant submits revised project plan *(if required)* and attends the Plan Commission meeting for action on the Site Plan. The Plan Commission may approve, deny, or approve the Site Plan with conditions. Written notification of the action by the Plan Commission will be provided to the applicant within (5) days of the meeting.
5. A separate application is made to the Building Inspector for the required building permits after receiving Plan Commission approval and before construction begins.

Special note: If you are interested in a "Conceptual" Land Review before making a formal application, information can be obtained from the City staff regarding meetings dates and agenda deadlines.

Conditional Use Application

The application must include the following information:

- Completed Conditional Use Permit Application signed by the property owner or his/her agent.
- Payment of application fee.
- Site plan prepared by a registered architect or engineer.
- A written summary to include the project area, proposed use, lot landscaping, lighting, driveways, drainage, lot surfacing, etc.
- A colored site plan/landscape plan/rendering (to be retained by the City)
- Additional information needed/requested by the City Plan Commission.

See Appendix for Application

Written Project Overview

- Operational Information
- Building Schedule
- Estimate of project value to include all site improvements
- Utility impacts
- Consideration of traffic flow

See Appendix for Project Overview Form

Site Plan Review Requirements

1. Stormwater Management requirements as outlined in Municipal Code Title 14 14-1-58 and 14-1-74, Title 15 Chapter 2. *See Appendix*
2. Existing Conditions
 - a. Property boundaries and dimensions (*Note: A certified survey map required*)
 - b. Adjacent access points, roadways, driveways, rights-of-way noted
 - c. Existing Wetlands verified
 - d. Existing topography elevation contours
 - e. Ponds, streams and any related floodplains or shorelands noted
 - f. Existing man-made features, buildings, foundations
 - g. Existing storm water, sewer, sanitary sewer, and watermains noted
 - h. Environmental corridors both primary and secondary
3. Site Plan
 - a. Building layout to include size and dimensions to scale.
 - b. Vehicle parking area (*Include calculations used to arrive at the noted number of parking stalls*)
 - c. Setbacks

- d. Curb cuts, ingress and egress
- e. Easements for access, utilities, etc.
- f. Proposed signage location and general concept
- g. Proposed site lighting to include pole height, fixtures, and wattage

4. Landscape Plan
 - a. Existing trees that will remain on site
 - b. Landscape buffers to adjacent property
 - c. Proposed plantings to include size and location
 - d. Any special landscape areas
5. Grading Plan
 - a. Stormwater Management per Code.
 - b. Existing and proposed contours
 - c. Drainage to include ponding areas, catch basins, culverts.
6. Utility Plans to include appropriate easements
 - a. Sanitary sewer system
 - b. Potable water system
 - c. Stormwater drainage
 - e. Electrical and gas distribution

Architectural Plan Review Requirements

Architectural plans, elevations, and renderings to illustrate the design and character of the proposed site and structures. (One colored copy of the rendering). The drawings are to be drawn to scale with the name of the project noted.

- a. Property Owner's and Developer's name and address noted.
- b. Architect's and/or Engineer's name and address noted.
- c. Scale of drawings noted on each drawing
- d. The size, location, and type of all structures to include building height and dimensions noted. Building height cannot exceed 35 feet.
- e. Proposed exterior materials and colors of the buildings

Special Note: A Myler-type overlay of the site as it relates to adjacent properties may be requested.

Appendix

City Contact Information

Council & Plan Commission Information & Meetings

Summary of 2025 Housing Element of Comprehensive Plan

Architectural Design Guidelines (forthcoming)

Zoning Map

TID Map

Land Use Map

Future Land Use Map

Application for City Plan Commission Mtg & Procedures

Application/Petition for Planned Unit Development (PUD)

PUD Information Statement & Development Plan

Application for Site Plan Review

Application for Conditional Use Permit (CUP)

Plan Commission Standards/Criteria for Approving CUP

Erosion Control & Stormwater Overview

Public Infrastructure Development Information

Application Fees & Reimbursables



City of Green Lake Contact Information

Main Office

534 Mill Street
Green Lake, WI 54941
Phone: (920) 294-6912
Fax: (920)
Hours: Monday-Friday 8am-4:30pm

Mayor

Ray Radis
Email: mayor@ci.greenlake.wi.gov
Phone: (920) 294-6912

Building & Zoning

Susan Leahy (Grand Valley Inspection)
Email: gvinpection@gmail.com
Phone: (920) 229-6360

Public Works Department

Jason Carely, Director
Email: jcarley@ci.greenlake.wi.gov
Phone: (920) 294-0409

Police Department

Jason Reysen, Chief
Email: jreysen@ci.greenlake.wi.gov
Phone: (920) 294-6912

Planning Commission Chair

Ray Radis, Mayor

City Clerk's Office

Barbara Dugenske, City Clerk/Treasurer
Email: bdugenske@ci.greenlake.wi.gov
Phone: (920) 294-6912

Melissa Zamzow, Deputy City Clerk/Treasurer
Email: mzamzow@ci.greenlake.wi.gov
Phone: (920) 294-6912

Samantha Gerth, Deputy City Clerk/Treasurer
Email: sgerth@ci.greenlake.wi.gov
Phone: (920) 294-6912

Green Lake/Brooklyn Fire Dept.

William Wagner, Fire Chief
Email: firechief@ci.greenlake.wi.gov
Phone: (920) 294-6092



Plan Commission

The City of Green Lake Plan Commission oversees the City's physical development and ensures an orderly expansion consistent with the Comprehensive Plan. The eight-member board is appointed for three-year terms to include the Mayor, a Council member, five community members, and one alternate member. The Plan Commission reviews land use plans, conducts site plan reviews for new buildings and developments, and advises the City Council on development items. The Plan Commission plays a crucial role in guiding the future of the City through recommendations and policies.

The Plan Commission will conduct special meetings, however, usually meets on the second Monday of the month at 4pm. All meetings are posted to the public in conformance to the Open Meeting Law.

City Council

The City of Green Lake Common Council is the legislative body composed of the Mayor and six Alderpersons who represent individual districts. The Council works in collaboration to guide local governance.

The Common Council will conduct special meetings. However, they meet on the second Monday of the month at 6pm. All meetings are posted to the public in conformance to the Open Meeting Law.



City of Green Lake Housing Summary

General Housing & Senior Housing Shortage

The City of Green Lake has 828 total housing units, with 47 noted vacant properties.

Of the total properties, 548 are full-time occupied units.

Three hundred and sixty-seven homes (67%) are occupied by the current tenant since at least 2018 (long-term residents). Of those properties, 83 homes are occupied by a single resident over the age of 65 indicating the possibility of a shortage of senior housing options in town.

Disparity of Market Value & Census Data

According to census information, the median home in the City of Green Lake costs \$211,400, however finding a home for that price in the city is slim. Market value indicates that the median home is closer to \$364,950, which puts housing out of reach for many residents who do not meet the median annual income for the area.

The median income for Green Lake is \$53,841, while the State median income is \$74,631.

With affordability dictated by the 30% rule, most prospective home buyers will not qualify. To qualify under the affordability rule, a home buyer must be able to afford mortgage, insurance and utilities using no more than 30% of their income.

Banks and lending institutions usually follow the 2.5% rule for financing homebuyers. In the case of anyone in Green Lake who earns less than the median income of \$53,841, that means a homebuyer can finance \$134,602, but that would leave a huge amount of down payment for the buyer, based on current prices.

Source: Vierbicher Consulting Firm, Report to City Council August 2025

2025-2045 Comprehensive Plan Vision-Priorities-Housing Goals

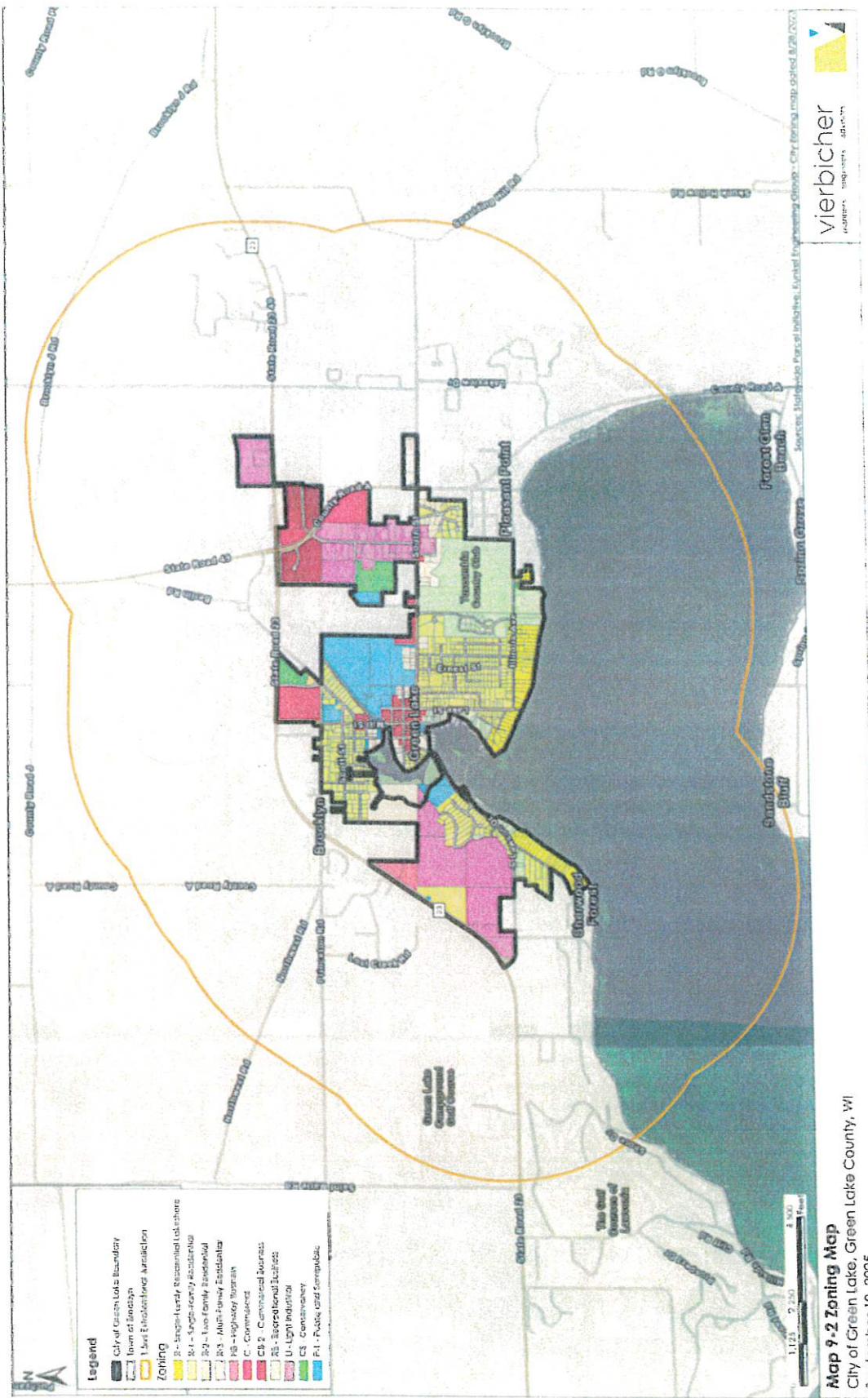
"In the year 2045 and beyond, residents envision the City of Green Lake to be a safe and friendly community that has valued natural and historical preservation of the lake community, utilizing "smart growth" to provide a variety of housing options and business development, recognized for parks and outdoor recreation, and an excellent School District".

Priorities

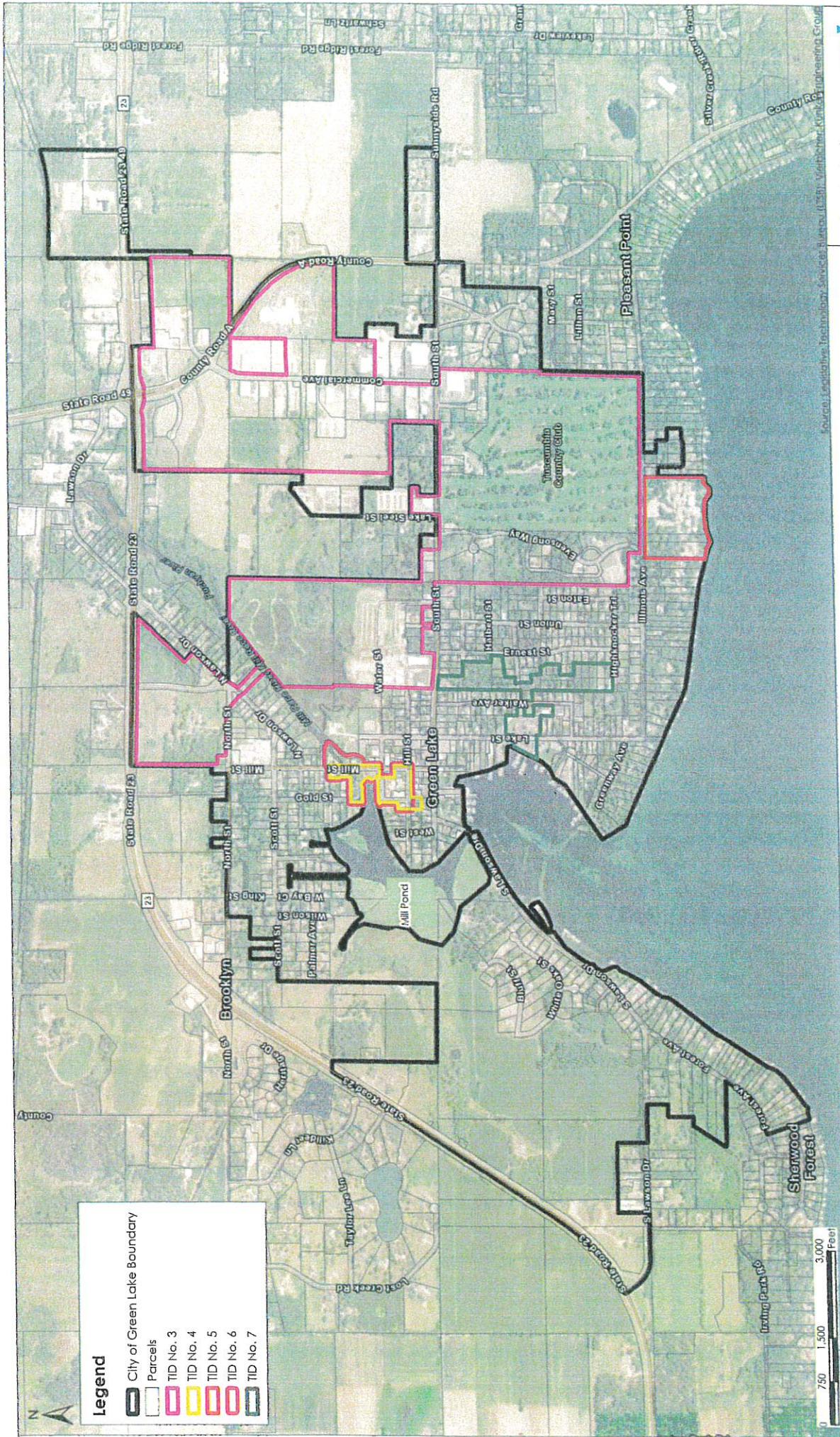
1. Achieving growth in population, employment, and business opportunities while remaining safe and friendly.
2. Expand housing options across all categories with a focus on the main priorities.
3. Protect and expand the "Lake Community Character" of the City.
4. Foster collaboration with neighboring jurisdictions
5. Protect natural resources through enhanced management strategies to ensure the preservation of its natural beauty and water quality for future generations.

Housing Goals

- Ensure a safe, efficient, updated housing stock that reflects the community's "Lake Character", while providing diverse housing choices to include type, size and price.
- Increase housing unit availability to address current and future owner and renter needs.
- Ensure affordable housing is available for residents.
- Connect current and future residents with available housing stock.



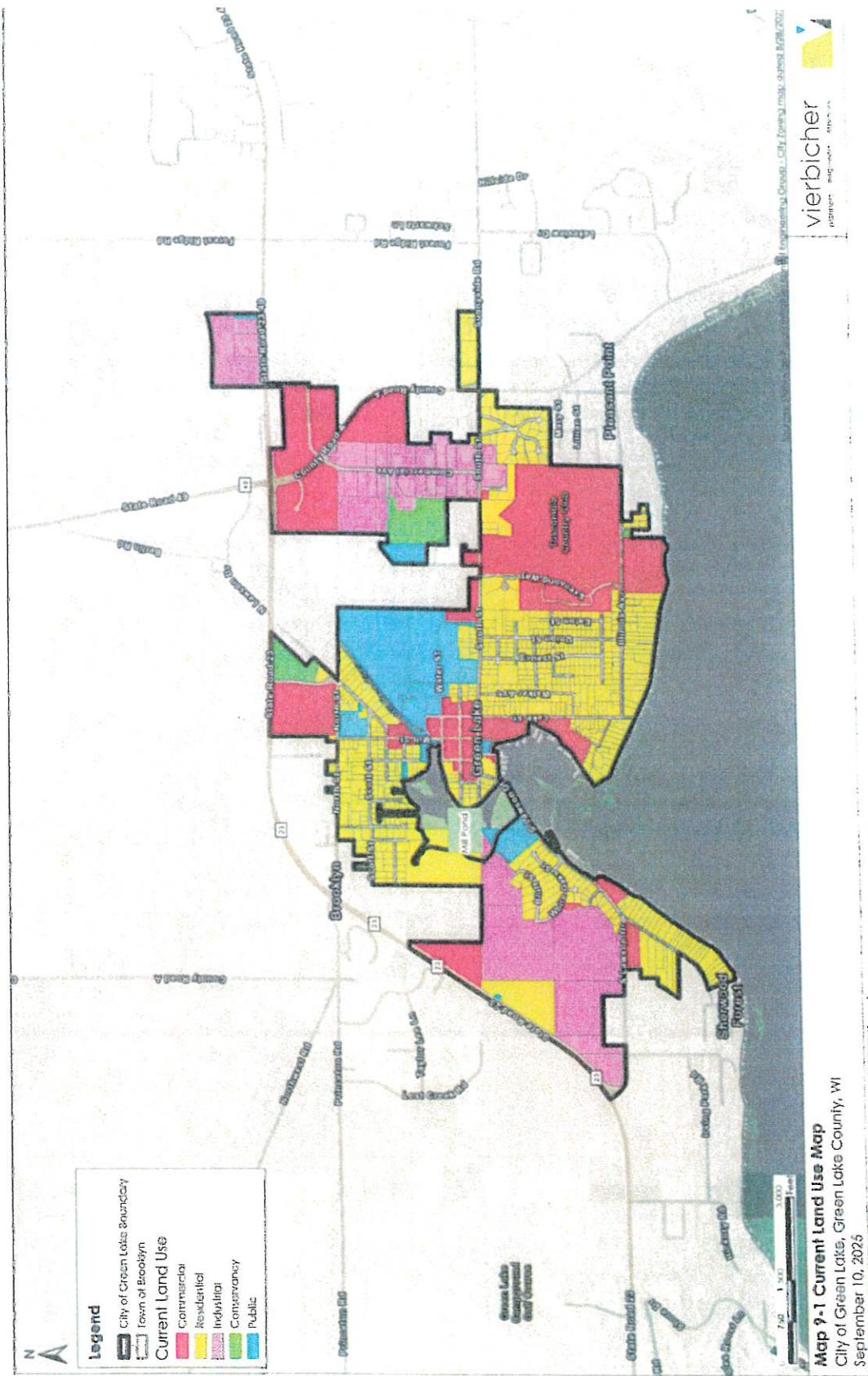
Map 9.2 Zoning Map

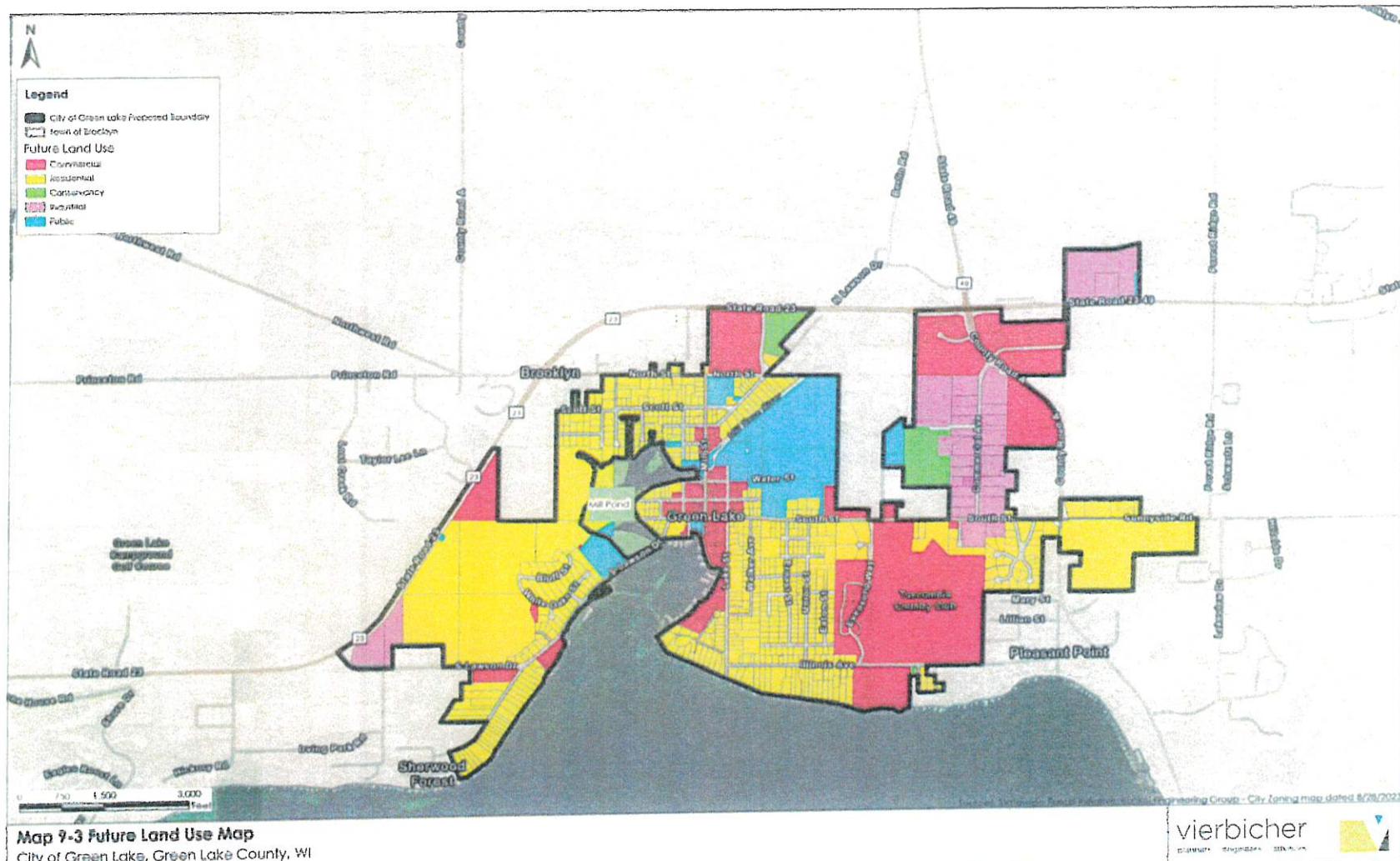


City of Green Lake Tax Increment Districts (TIDs)
City of Green Lake, Green Lake County, WI

October 3, 2025

Source: Sedative, Technology, Services Bureau (STS) Member, Juniper Group
Sedative, Technology, Services Bureau (STS) Member, Juniper Group
© 2024 Green Lake County, WI. All rights reserved. STS and Juniper Group are trademarks of Sedative, Technology, Services Bureau (STS) Member, Juniper Group.





vierbicher
 planning engineering services



APPLICATION & PROCEDURES FOR CITY PLAN COMMISSION MEETINGS

APPLICATION FOR MEETING

Application Date: _____

Agenda Date Requested: _____

Property Owner

Name: _____

Owner's Agent

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Tax Key Number _____

Action Requested (Check appropriate line)

Please note application submittal deadline dates.

Conceptual Review Land Divisions

Certified Survey Map Final Approval

Preliminary Plat Approval

Final Plat Approval

Site Plan Approval Request *(Submittal deadline is 14 business days prior to Plan Commission Mtg)*

Conditional Use Permit Request *(Submittal deadline is 21 business days prior to Plan Commission Mtg)*

Rezoning Request

Other

Briefly describe your request:

Date filed in the Clerk's Office: _____

Filing Fee Paid: _____



City of Green Lake Planning Commission Procedures for Conditional Use Permit

All individuals requesting to be placed on the Plan Commission Agenda for approvals shall observe the following procedures:

Pre- Application Conference for Conditional Use Permits

All applicants will schedule a Pre-Application Conference with the Mayor and Zoning Administrator prior to being placed on the agenda. The intent of this conference is to discuss the scope and proposed development to assist the applicant with any questions regarding regulations, the Comprehensive Plan, and answer any questions the applicant may have. An appointment for the conference can be made by contacting the Mayor at (920) 294-6912.

Required Submittals

Conditional Use Permit Application

Application Fee

Cover Letter (A statement in writing describing the request with evidence showing that the proposed conditional use shall conform to the standards set forth in Sec 13-1-66)

Site Plan or Plat Three (3) copies prepared by a registered land surveyor at a standard scale (e.g. 1" =20', 1"=30', etc.) plus (10) reduced copies of the plan/plat of survey that is legible 11x17 in size

Grading, Drainage, and Soil Erosion Control Plan Two copies (2). This plan is subject to final review and approval by the City Engineer.

Building Plans Three (3) copies of exterior building plans at standard architectural scale (e.g. 1/8"=1', 1/4" = 1', etc.) to include exterior elevations of all sides of the buildings and building materials to be used. *Please note: The Plan Commission may require applicant to submit sample exterior building materials.*

Landscape Plans Three (3) copies of Landscape Plans. Legend and plan should clearly distinguish between existing and proposed plantings.

Please note: The Plan Commission may require additional information to properly address the request. Examples may include contours showing soil types, ground water conditions, open spaces and lighting, etc.

The Plan Commission may authorize the Zoning Administrator to waive and/or adjust any of the above documents or information as deemed necessary to properly address the applicant's request.

Application Deadline: Information on meeting dates, agenda submittal deadlines, and filing requirements may be obtained from the City Clerk's Office.

City Plan Commission Standards for Approving Conditional Use Permits

No applications for a Conditional Use Permit shall be granted unless the following conditions are present:

- 1) That the establishment, maintenance or operations of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
- 2) That the use, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the conditional use and the proposed compatible use with the use of the adjacent land.
- 3) That the establishment of the conditional use will not impede normal and orderly development and improvement of the surrounding property for use permitted in the zoning district.
- 4) That adequate measure has been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
- 5) That the proposed use does not violate flood plain regulations governing the site.
- 6) That when applying the above standards to any new construction of a building or an addition to an existing building, The Planning Commission shall bear in mind the statements of purpose for the zoning district such that the proposed building or addition at its location does not defeat the purpose and objectives of the zoning district.
- 7) That the proposed project is in conformance with the City's Comprehensive Plan



City of Green Lake 534 Mill Street Green Lake, WI 54941 (920) 294-6912 www.cityofgreenlake.com

APPLICATION / PETITION OF PLANNED UNIT DEVELOPMENT

Pursuant to the Municipal code Section 13-1-57, the undersigned on the _____ day of _____, 20____ petitions to the Green Lake City Council as follows:

Information Statement & General Development Plan (See Attached):

SIGNATURE OF PETITIONER: _____

NAME (please print): _____

ADDRESS: _____

TELEPHONE NUMBER(S): _____

NOTE: A General Development Plan, as defined by the Zoning Ordinance, along with a fee of \$500.00, must accompany this application.
(See Appendix, PUD Application Statement & Development Plan or [Click here](#))

OFFICE USE ONLY:

Received by: _____ Date: _____

Receipt:

F: Zoning Ordinance Forms
Updated 8/2025



Planned Unit Development (PUD) Petition/Application Statement & Development Plan

Informational Statement. A statement which indicates the relationship of the proposed PUD to the City's adopted Comprehensive Plan and the general character of the proposed PUD, including the following information:

- Total area to be included in the PUD, area of open space, residential density computations, proposed number of dwelling units, population analysis, availability of or requirements for municipal services and other similar data pertinent to a comprehensive evaluation of the proposed development.
- A general summary of the estimated value of structures and site improvement costs, including landscaping and special features.
- A general outline of the organizational structure of a property owner's or management's association, which may be proposed to be established for the purpose of providing any necessary private services.
- Any proposed departures from the standards of development as set forth in the City zoning regulations, land subdivision ordinance, other City regulations or administrative rules, or other universal guidelines.
- The expected date of commencement of physical development as set forth in the proposal and also an outline of any development staging which is planned.

A General Development Plan Including:

- A legal description of the boundaries of the subject property included in the proposed PUD and its relationship to surrounding properties.
- The location of public and private roads, driveways, sidewalks and parking facilities.
- The size, arrangement and location of any individual building sites and proposed building groups on each individual site.
- The location of institutional, recreational and open space areas and areas reserved or dedicated for public uses, including schools, parks and drainage ways.
- The type, size and location of all structures.
- General landscape treatment.
- The existing and proposed location of public sanitary sewer, water supply facilities and stormwater drainage facilities.
- The existing and proposed location of all private utilities or other easements.
- Existing topography on the site with contours at no greater than two (2) foot intervals.
- Anticipated uses of adjoining lands in regards to roads, surface water drainage and compatibility with existing adjacent land uses.
- If the development is to be staged, a staging plan.
- A plan showing how the entire development can be further subdivided in the future.



APPLICATION FOR SITE PLAN APPROVAL

In accordance with the City of Green Lake Municipal Code Section 15-1-2(c), a Site Plan Approval may be granted by the Plan Commission provided that such site plan and structures are in accordance with the purpose and intent of this Building Code and are found to be not hazardous, harmful, offensive, or otherwise adverse to the environment or the value of the neighborhood or community. In addition, the uses are in line with the Comprehensive Plan.

Take Notice that the undersigned on the _____ day of _____, 20____, requests a site plan approval for the following site:

Property Currently Owned by: _____

Property Owner's Signature: _____

Location of property: _____

a) Street Address: _____

b) Legal Description of Property (from tax records)

Architect	Engineering Firm	Contractor
Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
Email: _____	Email: _____	Email: _____

TYPE OF STRUCTURE: _____

PROPOSED OPERATION OR USE OF STRUCTURE AND SITE: _____

NUMBER OF EMPLOYEES: _____ **CURRENT ZONING:** _____

The Site Plan Approval is requested for the following reasons: _____

Additional Information:

PLAT OF SURVEY prepared by a Registered Land Surveyor showing all of the information required for a building permit, and proposed landscaping, must accompany this application. Must also include off street parking, yard setbacks, drainage and landscape plan.

FEE of \$100.00 must accompany this application. (NOTE: Filing fee is non-refundable. If filing fee does not cover actual costs, applicant may be billed for the additional fees.)

The Plan Commission or other Boards, Commissions, or Officers of the City may request additional information. (Sec 15-1-2 (c)(3) and (d)).

Applicant Signature: _____

Address: _____ email: _____

Telephone Number(s): _____

Attorney-At-Law (if applicable)

Name: _____

Address: _____ email: _____

OFFICE USE ONLY:

Received by: _____ Date: _____
Clerk/Deputy Clerk

Receipt Number: _____ Disposition: _____



APPLICATION FOR CONDITIONAL USE PERMIT

In accordance with the City of Green Lake Municipal Code Section 13-1-63, a Conditional Use Permit may be granted by the Plan Commission provided that such conditional uses or structures are in accordance with the purpose and intent of this Zoning Code and are found to be not hazardous, harmful, offensive, or otherwise adverse to the environment or the value of the neighborhood or community. In addition, the use is in line with the Comprehensive Plan.

Take Notice that the undersigned on the _____ day of _____, 20____, requests a Conditional Use Permit for the following site.

Property Currently Owned by: _____

Property Owner's Signature: _____ **Date:** _____

Location of property:

a) Street Address: _____

b) Legal Description of Property (from tax records)

Current Use of the Property: _____

Proposed Use of the Property: _____

Architect

Name: _____

Address: _____

Email: _____

Engineering Firm

Name: _____

Address: _____

Email: _____

Contractor

Name: _____

Address: _____

Email: _____

TYPE OF STRUCTURE: _____

PROPOSED OPERATION OR USE OF STRUCTURE AND SITE: _____

NUMBER OF EMPLOYEES: _____ **CURRENT ZONING:** _____

The Conditional Use Permit is requested for the following reasons: _____

**List of Property Owners (Names and Addresses) of record within 100 feet.
(Attach additional sheet if needed)**

Name: _____ Address: _____

Additional Information:

PLAT OF SURVEY prepared by a Registered Land Surveyor showing all of the information required for a building permit, and proposed landscaping, must accompany this application.

FEE of \$500.00 must accompany this application. **(NOTE: Filing fee is non-refundable. If filing fee does not cover actual costs, applicant may be billed for the additional fees.)**

The Plan Commission or other Boards, Commissions, or Officers of the City may request additional information. (Sec 13-1-63 (a)(5) and (b)).

Applicant Signature: _____ Print Name: _____

Address: _____ email: _____

Telephone Number(s): _____

Attorney-At-Law (if applicable)

Name: _____

Address: _____ email: _____

OFFICE USE ONLY:

Received by: _____ Date: _____
Clerk/Deputy Clerk

Receipt Number: _____ Disposition: _____



City of Green Lake Planning Commission Procedures for Conditional Use Permit

All individuals requesting to be placed on the Plan Commission Agenda for approvals shall observe the following procedures:

Pre- Application Conference for Conditional Use Permits

All applicants will schedule a Pre-Application Conference with the Mayor and Zoning Administrator prior to being placed on the agenda. The intent of this conference is to discuss the scope and proposed development to assist the applicant with any questions regarding regulations, the Comprehensive Plan, and answer any questions the applicant may have. An appointment for the conference can be made by contacting the Mayor at (920) 294-6912.

Required Submittals

Conditional Use Permit Application

Application Fee

Cover Letter (A statement in writing describing the request with evidence showing that the proposed conditional use shall conform to the standards set forth in Sec 13-1-66)

Site Plan or Plat Three (3) copies prepared by a registered land surveyor at a standard scale (e.g. 1" =20', 1"=30', etc.) plus (10) reduced copies of the plan/plat of survey that is legible 11x17 in size

Grading, Drainage, and Soil Erosion Control Plan Two copies (2). This plan is subject to final review and approval by the City Engineer.

Building Plans Three (3) copies of exterior building plans at standard architectural scale (e.g. 1/8"=1', 1/4" = 1', etc.) to include exterior elevations of all sides of the buildings and building materials to be used. *Please note: The Plan Commission may require applicant to submit sample exterior building materials.*

Landscape Plans Three (3) copies of Landscape Plans. Legend and plan should clearly distinguish between existing and proposed plantings.

Please note: The Plan Commission may require additional information to properly address the request. Examples may include contours showing soil types, ground water conditions, open spaces and lighting, etc.

The Plan Commission may authorize the Zoning Administrator to waive and/or adjust any of the above documents or information as deemed necessary to properly address the applicant's request.

Application Deadline: Information on meeting dates, agenda submittal deadlines, and filing requirements may be obtained from the City Clerk's Office.

City Plan Commission Standards for Approving Conditional Use Permits

No applications for a Conditional Use Permit shall be granted unless the following conditions are present:

- 1) That the establishment, maintenance or operations of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
- 2) That the use, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the conditional use and the proposed compatible use with the use of the adjacent land.
- 3) That the establishment of the conditional use will not impede normal and orderly development and improvement of the surrounding property for use permitted in the zoning district.
- 4) That adequate measure has been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
- 5) That the proposed use does not violate flood plain regulations governing the site.
- 6) That when applying the above standards to any new construction of a building or an addition to an existing building, The Planning Commission shall bear in mind the statements of purpose for the zoning district such that the proposed building or addition at its location does not defeat the purpose and objectives of the zoning district.
- 7) That the proposed project is in conformance with the City's Comprehensive Plan



City of Green Lake

Erosion Control & Stormwater Overview

Stormwater regulations are in place to protect the City of Green Lake's water bodies and groundwater and to safeguard the public health, safety, welfare and the environment. The City has established requirements and procedures to control the adverse effects of stormwater runoff, decreased groundwater recharge, and nonpoint source pollution associated with new development, as noted in the City Codes.

All required control measures are to comply with Title 15, Building Code Chapter 2, Title 14, Article F 14-1-58, and Article G 14-1-74 and shall meet the design criteria, standards, and specifications as noted within the City's Codes.

Building Code Chapter 2 (Overview)

MAINTENANCE OF CONTROL MEASURES.

All sedimentation basins and other control measures necessary to meet the requirements of Building Code Chapter 2 shall be maintained by the applicant or subsequent landowner during the period of land disturbance and land development of the site in a satisfactory manner to ensure adequate performance and to prevent nuisance conditions.

CONTROL OF EROSION AND POLLUTANTS DURING LAND DISTURBANCE AND DEVELOPMENT.

(a) **Applicability.** This Section applies to the following sites of land development or land disturbing activities:

- 1) Those requiring a subdivision plat approval or the construction of residential, commercial, industrial or institutional buildings on lots of approved certified surveys.
- 2) Those requiring a certified survey approval or the construction of houses, commercial, industrial or institutional buildings on lots of approved certified surveys.
- 3) Those involving grading, removal of protective ground cover or vegetation, excavation, land filling or other land disturbing activity affecting a surface area of four thousand (4,000) square feet or more.
- 4) Those involving excavation or filling or a combination of excavation and filling affecting four hundred (400) cubic yards or more of dirt, sand or other excavation or fill material.
- 5) Those involving street, highway, road or bridge construction, enlargement, relocation or reconstruction.
- 6) Those involving the laying, repairing, replacing or enlarging of an underground pipe or facility for a distance of three hundred (300) feet or more.

Site Dewatering. Water pumped from the site shall be treated by temporary sedimentation basins, grit chambers, sand filters, up-slope chambers, hydro-cyclones, swirl concentrators, or other appropriate controls designed and used to remove particles of one hundred (100) microns or greater for the highest dewatering pumping rate. If the water is demonstrated to have no particles greater than one hundred (100) microns during dewatering operations, then no control is needed before discharge, except as determined by the Building Inspector. Water may not be discharged in a manner that causes erosion of the site or receiving channels.

NOTE: There are several ways to meet this particle size performance objective, depending on the pumping rate. As an example, if the pumping rate is very low (1 gal/min), then an inclined or vertical enlargement pipe (about 8" in diameter for 1 gal/min) several feet long would be an adequate control device to restrict the discharge of one hundred (100) micron, and larger, particles. As the pumping rate increases, then the "device" must be enlarged. At a moderate (100 gal/min) pumping rate, a vertical section of corrugated steel pipe, or concrete pipe section, or other small "tank" (about 4-1/2 feet across for a 100 gal/min pumping rate) several feet tall would be adequate. With these pipe sections or small tanks, inlet baffles would be needed to minimize turbulence. With very large pumping rates (10,000 gal/min), sediment basins (about 35 feet in diameter for a pumping rate of 10,000 gal/min) at least three (3) feet in depth with a simple (but adequately sized) pipe outlet would be needed. More sophisticated control devices (such as swirl concentrators or hydro-cyclones) could be specially fabricated that would generally be smaller than the simple sedimentation devices described above, but they would not be required.

Waste and Material Disposal. All waste and unused building materials (including garbage, debris, cleaning wastes, wastewater, toxic materials, or hazardous materials) shall be properly disposed and not allowed to be carried by runoff into a receiving channel or storm sewer system.

Tracking. Each site shall have graveled roads, access drives and parking areas of sufficient width and length to prevent sediment from being tracked onto public or private roadways.

Drain Inlet Protection. All storm drain inlets shall be protected with a straw bale, filter fabric, or equivalent barrier meeting accepted design criteria, standards and specifications.

Site Erosion Control. The following criteria apply only to land development or land disturbing activities that result in runoff leaving the site:

- Channelized runoff from adjacent areas passing through the site shall be diverted around disturbed areas, if practical. Otherwise, the channel shall be protected as described below in Subsection (b) (See Chapter 2 of Building Code)
- Sheet flow runoff from adjacent areas greater than ten thousand (10,000) square feet in area shall also be diverted around disturbed areas unless shown to have resultant runoff velocities of less than 0.5 ft/sec across the disturbed area for the set of one (1) year design storms. Diverted runoff shall be conveyed in a manner that will not erode the conveyance and receiving channels.

NOTE: Soil and Conservation Service guidelines for allowable velocities in different types of channels should be followed.

- a. All activities on the site shall be conducted in a logical sequence to minimize the area of bare soil exposed at any one time.

- b. Runoff from the entire disturbed area on the site shall be controlled by meeting either of the following:
 - 1. All disturbed ground left inactive for seven or more days shall be stabilized by seeding or sodding (only available prior to September 15th) or by mulching or covering, or other equivalent control measure.
- c. For sites with more than ten (10) acres disturbed at one time, or if a channel originates in the disturbed area, one or more sedimentation basins shall be constructed. Each sedimentation basin shall have a surface area of at least one (1%) percent of the area draining to the basin and at least three (3) feet of depth and constructed in accordance with accepted design specifications. Sediment shall be removed to maintain a depth of three (3) feet. The basin shall be designed to trap sediment greater than fifteen (15) microns in size, based on the set of one (1) year design storms having durations from 0.5 to 24 hours. The basin discharge rate shall also be sufficiently low as to not cause erosion along the discharge channel or the receiving water.
- d. For sites with less than ten (10) acres disturbed at one time, filter fences, straw bales, or equivalent control measures shall be placed along all side slope and downslope sides of the site. If a channel or area of concentrated runoff passes through the site, filter fences shall be placed along the channel edges to reduce sediment reaching the channel.
- e. Any soil or dirt storage piles containing more than ten (10) cubic yards of material should not be located with a downslope drainage length of less than twenty-five (25) feet to a roadway or drainage channel. If remaining for more than seven (7) days, they shall be stabilized by mulching, vegetative cover, tarps or other means. Erosion from piles which will be in existence for less than seven (7) days shall be controlled by placing straw bales or filter fence barriers around the pile. In-street utility repair or construction soil or dirt storage piles located closer than twenty-five (25) feet of a roadway or drainage channel must be covered with tarps or suitable alternative control if exposed for more than seven (7) days, and the storm drain inlets must be protected with straw bales or other appropriate filtering barriers.

PERMIT APPLICATION, CONTROL PLAN, AND PERMIT ISSUANCE.

Permit Application. No landowner or land user may commence a land disturbance or land development activity subject to Chapter 2 of the Building Code without receiving prior approval of a control plan for the site and a permit from the Building Inspector.

(For additional information please see Municipal Codes on the City's website)

Control Plan for Land Disturbing Activities Covering More Than One Acre

Existing Site Map. A map of existing site conditions on a scale of at least one (1) inch equals one hundred (100) feet showing the site and immediately adjacent areas:

- Site boundaries of adjacent lands which accurately identify site location.
- Lakes, streams, wetlands, channels, ditches and other water courses on and immediately adjacent to the site. (Contact the City for possible sensitive local waters that may need to be further addressed by the control plan.)
- 100-year floodplains, flood fringes and floodways
- Location of the predominant soil types
- Vegetative cover
- Location and dimensions of stormwater drainage systems and natural drainage patterns on and immediately adjacent to the site

- Location of the predominant soil types
- Vegetative cover
- Location and dimensions of stormwater drainage systems and natural drainage patterns on and immediately adjacent to the site
- Locations and dimensions of utilities, structures, roads, highways, and paving
- Site topography at a contour interval not to exceed five (5) feet.

Plan of Final Site Conditions. A plan of final site conditions on the same scale as the existing site map showing the site changes.

Site Construction Plan. A site construction plan including:

- Locations and dimensions of all proposed land disturbing activities.
- Locations and dimensions of all temporary soil or dirt stockpiles.
- Locations and dimensions of all construction site management control measures necessary to meet the requirements of Chapter 2 of the Building Code.
- Schedule of anticipated starting and completion date of each land disturbing or land developing activity including the installation of construction site control measures needed to meet the requirements of Chapter 2 of the Building Code.
- Provisions of maintenance of the construction site control measures during construction.

(Please refer to Title 15 Building Code Chapter 2 for control requirements of sites less than one acre in size.)

STORM WATER DRAINAGE FACILITIES.

Pursuant to Section 14-1-74, the subdivider shall provide storm water drainage facilities which may include curb and gutter, catch basins and inlets, storm sewers, road ditches and open channels, as may be required. All such facilities are to be of adequate size and grade to hydraulically accommodate maximum potential volumes of flow, the type of facility required, the design criteria and the sizes and grades to be determined by the City Engineer. Storm drainage facilities shall be so designed as to present no hazard to life or property, minimize shoreland erosion and siltation of surface waters, shall prevent excess run-off on adjacent property and shall provide positive drainage away from on-site sewage disposal facilities. The size, type and installation of all storm water drain and sewers proposed to be constructed shall be in accordance with this Chapter and plans and standard specifications approved by the City Engineer. Storm drainage facilities shall be so designed as to minimize hazards to life or property, and the size, type and installation of all storm water drains and sewers proposed to be constructed shall be in accordance with the plans and specifications approved by the City Engineer. Storm sewers oversized to handle runoff from offsite properties will be installed by the subdivider; however, the cost of oversizing above a twenty-four (24) inch diameter storm sewer shall be paid by other users connecting to the system.

NOTE: The developer is responsible for ensuring all Stormwater requirements as noted within the City's Codes below are adhered to and addressed in their Stormwater Management Plan:

Title 14 Article F 14-1-58 (Stormwater Drainage Facilities)

Title 14 Article G 14-1-74 (Drainage Systems)

Title 15 Chapter 2 (Building Code)



City of Green Lake Public Infrastructure Development

Public improvements are those improvements located within the City right-of-way adjoining a property or properties and may include new sidewalks, grading and graveling, paving, water mains, sanitary sewer, storm sewer, and street lighting.

Preliminary Steps:

1. Developer submits preliminary plat to include grading and drainage as required by the City's Title 14 Subdivision Regulations.
2. City Officials reviews and submits recommended changes to developer prior to Plan Commission meeting.
3. Plan Commission reviews and acts on preliminary plat.
4. Developer prepares and submits final plat and grading /drainage plans and submits to the City for review.
5. The City prepares a document defining the responsibilities of the City and Developer in constructing public improvements, which will serve as written documentation covering public infrastructure.

Plan Commission and City Council Review:

- ❖ The Plan Commission reviews and makes appropriate recommendations on the final plat. *If rezoning is required, the Plan Commission conducts a public meeting prior to making recommendations to the City Council. If annexation is required, the Developer petitions for annexation to City Council.*
- ❖ The City Council reviews final plat to include Title 14 Subdivision Regulations requirements and acts on the Developer Agreement.
- ❖ If approved by City Council, the written agreement is executed by the Developer, Mayor, and City Clerk-Treasurer.

Design and Bidding:

- ❖ The Developer pays design and other assessment fees as noted in the agreement.
- ❖ The City reviews specifications for bidding.
- ❖ Bids obtained and contracts are awarded in accordance with the agreement.

Construction:

- ❖ Public improvements are constructed in accordance with the agreement.
- ❖ The City's representative inspects construction and invoices the Developer monthly.
- ❖ The City conditionally accepts the public improvements upon completion of the punch list items.
- ❖ The Developer provides the City with established infrastructure asset values as outlined in the Agreement.

Post Construction

- ❖ The City's representative completes a one-year walk through of the public improvements and notifies the Developer of any corrective action items.
- ❖ Developer ensures all warranty items are corrected.
- ❖ Upon the correction of all warranty items, the City releases the letter of credit back to the Developer and the City assumes full maintenance and responsibility of the public improvements.



Application Fees & Reimbursable Services Information

All administrative fees are due at the time an application is filed with the City Clerk's Office and are not refundable. In addition to the administrative fees for certain applications, city staff time (City Engineer/Planner, Zoning Administrator and City Attorney) will be charged back to the applicant. The applicant will receive monthly invoices.

Development Application Fees:

Preliminary or Plat Review Final Plat Review	\$100 plus any charge back fees required from contracted services required ex. Zoning Admin., Engineer/Planner, Attorney.
Plan Development Review #1 Initial Staff Meeting	No charge
#2 Conceptual Plan Review #3 General Development Plan	Charge back fees applied if additional contracted services are required, ex. Engineer/Planner, Attorney, Zoning Admin.
City Plan Commission Mtg. Application	No charge
Site Plan Review Application <i>(No charge if included with submission of Conditional Permit Application)</i>	\$100
Conditional Use Permit Application <i>(Site Plan Review Application included in fee)</i>	\$500
Stormwater Control Permit Application	\$50
Planned Unit Development (PUD) Application	\$500

Charge Back Fee Schedule:

City Engineer/Planner	\$85-\$200/hour
City Zoning Administrator	\$50/hour
City Attorney	\$190/hour