

TEMPORARY USE PERMIT (TUP) PROCEDURE

DEFINITION: Temporary Uses are those which have the potential to create undesirable impacts on nearby properties if allowed to develop simply under the general requirements of the Zoning Ordinance.

- 1) Meet with City Planner
 - 2) Applicant Submits 18 Copies of Plan of Operation/Site Plan by Date Requested by City Planner to be put on the next Staff Agenda
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- 3) Initial Submittal to Staff for Review

STAFF REVIEW MAY REQUIRE REVISIONS TO SUBMITTAL

- 4) Sign-Off by Staff on "Staff Recommendation Form" on TUP Proposal (needed only if Plan Commission review and approval is necessary)
 - Applicant Files TUP Application/Fee*/Packet
 - If Appropriate, Staff Waives Plan Commission Requirement
- 5) If Necessary, Applicant Appears before Plan Commission for Action (31 Copies)
- 6) If Approved, City Clerk Mails Signed TUP to Applicant

- See Appendix for Complete Fee Structure

TEMPORARY USE PERMIT (TUP) PROCEDURE DETAIL

When is it appropriate to file a Temporary Use Permit?

Temporary uses are those uses which have the potential to create undesirable impacts on nearby properties, which potentially cannot be determined except on a case-by-case basis, if allowed to develop simply under the general requirements of the Zoning Ordinance. Accordingly, all temporary uses are required to meet certain requirements applicable to temporary uses. No Public Hearing is required to develop a temporary, however, a demonstration that the applicant proposes to meet all temporary use requirements must be made at the time of application. Furthermore, no Building Permit, Early Start Permit, or Certificate of Occupancy shall be issued for any development which does not comply with all requirements for a Temporary Use Permit.

1) **Meet with City Planner**

- Planner Discusses Project with Applicant
- Planner gives Applicant Necessary Paperwork:
 - Staff Meeting Appearance Form
 - Procedure Packet including Timeline
 - Fee Requirements - *See Appendix a) & b)*
 - Utility Information Form - Wastewater/Water/Electric
 - Public Safety Requirements
 - Staff Contact Information:

City Of Oconomowoc

City of Oconomowoc

Wastewater: Tom Steinbach
 900 S. Worthington Street
 Oconomowoc, WI 53066
 Office: (262) 569-2192
 Fax: (262) 569-3273
 Email: Tsteinbach@wppisys.org

Water: Mark Frye
 808 S. Worthington Street
 Oconomowoc, WI 53066
 Office: (262) 569-3198
 Fax: (262) 569-2164
 Email: Mfrye@wppisys.org

City Of Oconomowoc

City of Oconomowoc

Electric: Dennis Bednarski
 Hugh Martin
 808 S. Worthington Street
 Oconomowoc, WI 53066
 Office: (262) 569-3197
 Fax: (262) 569-2164
 Email: Dbednarski@wppisys.org
Chiefhjm@execpc.com

Public Safety Director:
 174 E. Wisconsin Avenue
 Oconomowoc, WI 53066
 Office: (262) 569-3252
 Fax: (262) 569-3240
 Email:

2) **Applicant Submits 18 Copies of Plan of Operation/Site Plan for Staff Meeting including:**

- Staff Meeting Appearance Form
- Development Packet:

- The Applicant shall Contact the City Planner to Schedule an Appearance before Staff and Provide 18 Copies of an Initial Plan of Operation/Site Plan Packet Prepared on Sheets no larger than 11" x 17" by Noon on the Thursday prior to the Staff Meeting to allow for Distribution of the Packet to Staff Members.
- Staff Meetings are held on the 2nd and 4th Wednesday of each month (*Date and Time dependent upon submittals*)

3) Initial Submittal to Staff for Review

- Applicant meets with Staff Members for Discussion and possible Recommendations
- Planner Provides any Additional Paperwork to Applicant
- If Initial Recommendations are made that Require Revisions, Applicant Submits **Another 18 Copies** of the Revised Packet Addressing Staff Recommendations to the City Planner, who will review for Compliance. This Process Continues until all Revisions are Made
- Once Step 3 is Satisfied, the Applicant Proceeds to Step 4
- Additionally, Staff Determines if TUP goes to Plan Commission (Refer to Step 5)

STAFF REVIEW MAY REQUIRE REVISIONS TO SUBMITTAL

4) Sign-Off by Staff on "Staff Recommendation Form" on TUP Proposal (needed only if Plan Commission review and approval is necessary)

- Applicant Files Application /Fee/Packet
 - At this time, Applicant Fills Out the Appropriate Application, Pays Appropriate TUP Filing Fee and Submits a Final Packet Used for Public View. The City Planner will Report the Receipt of the Filing Fee to the Finance Director.

5) **If Necessary**, TUP Application goes before Plan Commission for Approval - 31 Copies

- Meets the 2nd Wednesday of each Month at 7:00 PM in Council Chambers
- Thirty-one (31) Copies, no larger than 11" x 17" of the TUP Application Packet, shall be Filed with the Planner for Distribution to the Plan Commission and other City Officials no later than 9 Calendar Days (Noon on Monday) of the week **prior** to Meeting Date
- Staff Recommendation Form Included
- Plan Commission Approval of a TUP:
 - Following Receipt of "Staff Recommendation Form" and Review of the TUP for Conformance with City Ordinances, the Plan Commission shall Approve, Approve with Conditions, Deny or Table

6) If Approved, City Clerk Mails Signed TUP to Applicant

APPENDIX:

- a) Fee Policy
- b) Fee Schedule