



Meeting Date: 2/14/2011
Agenda Item: 5e

Mission Statement

Provide quality services in a modern, courteous and cost-efficient manner.

VILLAGE BOARD MEETING STAFF REPORT

REPORT TO: President Burt McIntyre and Village Board of Trustees

REPORT FROM: Leigh Ann Wagner Kroening, administrative assistant, on behalf of Go Green, Save Green Task Force

AGENDA ITEM: 5e – Approve amending the Village’s Planned Development District Application and Building Permit Application to include a disclaimer that the village will notify Focus on Energy about the project

ACTION REQUESTED: ___Ordinance ___Resolution XMotion ___Receive/File

POLICY ISSUE

Does the Village Board wish to amend the Planned Development District (PDD) and Building Permit applications to include the following disclaimer?

“The Village of Howard is a partner with Focus on Energy and forwards all permit information to the organization to review for potential cost savings projects and programs.”

BACKGROUND INFORMATION

At the January 18, 2011, Go Green, Save Green Task Force meeting, Courtney Wojcik with Focus on Energy gave a presentation about energy-saving ideas for homes and businesses. She explained that Focus on Energy tries to work with developers to identify ways they can implement cost-efficient, energy-saving design methods in their building plans. Many times there are incentives available to encourage developers to incorporate environmentally friendly features in their projects.

Trustee Dan Deppeler suggested something be added to the Building Permit and PDD applications to allow village officials to share information about potential developments with Focus on Energy so the organization could discuss available incentives and energy-saving ideas for the project. Trustee David Steffen motioned, and GGSG member Becky Stephens seconded to add a line on the forms so the applicants could consent to their information being given to Focus on Energy. GGSG approved it unanimously.

RECOMMENDED ACTION

In the following days, staff discussed how to implement the suggestion. Since all PDD and Building Permit applications are public record and can be shared with anyone, including Focus on Energy representatives, it was decided a disclaimer – rather than a consent line – would be more appropriate and also more effective.

Director of Community Development Dave Wiese suggested the following line be added to both applications, “The Village of Howard is a partner with Focus on Energy and forwards all permit information to the organization to review for potential cost savings projects and programs.”

The disclaimer line supports the GGSG Task Force’s desire to promote the Focus on Energy programs available for new developments.

POLICY ALTERNATIVE(S)

The Village Board could take the following action:

- Approve amending the PDD and Building Permit applications to add the disclaimer
- Table the item and request additional information
- Vote not to amend the applications

ATTACHED INFORMATION

- I. PDD Application with disclaimer line added (shown as highlighted) under “Please Note the Following” on Page 4.
- II. Building Permit application with disclaimer line added (shown as highlighted) under “Go Green” section

Planned Development District Application



Contact Type	Contact Information
Village Hall Phone Number	(920)-434-4640
Village Hall Fax Number	(920)-434-4643
Village Hall Email	dwiese@villageofhoward.com

Village of Howard
2456 Glendale Avenue
Green Bay, WI 54313



2456 Glendale Ave
Green Bay, WI 54313

PDD APPLICATION

See Next Page
for Materials to be Submitted
with This Application

Application Fee: \$200.00
Date: _____
Initials: _____
Application #: _____

Applicant

Name: _____
Address: _____
Phone: () - - Email: _____

Business Name: _____
PDD Site Address: _____
Landowner of Record: _____
Address: _____
Phone: () - - Email: _____

Consultant(s)

Architect

Name: _____
Address: _____
Phone: () - - Email: _____

Contractor/Engineer

Name: _____
Address: _____
Phone: () - - Email: _____

Parcel/Building Information

Lot Size: ___ Acres/Sq. Ft Current Zoning: _____ Parcel #: VH - _____
Lot Dimensions: _____ Does Current Zoning Permit Intended Use: _____
Bldg. Sq. Footage: _____ Street Frontage: _____

Describe Specifically the Nature of the Request:



2011 PLAN COMMISSION MEETING DATES & APPLICATION DEADLINES

Some Plan Commission agenda items require submission of materials at least one week prior to the desired meeting date; some items must be submitted three weeks in advance.

- Items shaded in light blue require materials to be submitted one week prior to the meeting.
- Items shaded in dark blue require materials to be submitted three weeks prior to the meeting.

Type of Submittal	Fee
Rezoning Application	\$50
Planned Development District (PDD)	\$200
Conditional Use Permit (CUP)	\$50
Preliminary Plat	\$100+\$15/lot
Final Plat	\$75

Plan Commission Meeting Date	Submittal Deadline
January 17	December 27
February 21	January 31
March 21	February 28
April 18	March 28
May 16	April 25
June 20	May 30
July 18	June 27
August 15	July 25
September 19	August 29
October 17	September 26
November 21	October 31
December 21	November 28

* All meetings dates are subject to change at the discretion of Village officials

Please be advised that all required materials associated with the application must be submitted to Village Hall by the date specified above for the respective meeting date. This time schedule allows for required public notice and provides adequate time for Village staff to review the applications for potential problems.

It is the applicant's responsibility to submit one electronic and ten hard copies of all materials (excluding construction material).

Please Note the Following

- Incomplete applications will not be accepted and/or processed.
- All applications and required materials must be submitted on or prior to the deadline on the schedule displayed on page three (3) of this application.
- Processing an application may take up to sixty (60) days due to legal notices mandated by State law
- The Plan Commission meets on the third Monday of every month at 6:30 p.m. at 2456 Glendale Avenue
- The Plan Commission will make a recommendation to the Village Board (often with conditions) to approve or deny the planned development district request. The Village Board will take action on the recommendation from the Plan Commission at the next scheduled Board meeting (typically the fourth Monday of the month).
- The Village of Howard is a partner with Focus on Energy and forwards all permit information to the organization to review for potential cost savings projects and programs.

Approval Criteria Used by Plan Commission When Ruling on a Planned Development District Request

- Neighborhood environment, characteristics and use.
- Physical, natural and topographical features of the building site.
- Nature, operational character, organizational structure and use of buildings and structures.
- Architectural design, visual appeal and building materials.
- Building arrangement, density and floor area ratio.
- Building heights.
- Building setbacks.
- Screening and fencing.
- Landscaping.
- Exterior lighting.
- Site drainage.
- Open space needs.
- Design and capacity of parking and loading areas.
- Design and location of roadways, driveways and walks.
- Traffic generation and rate of vehicle turnover.
- Street or highway access and traffic patterns.
- Number and location of street openings or curb cuts.
- Street and highway dedication.
- Availability and capacity of sewer, water and other utilities.
- Snow removal, garbage collection, fire protection and other municipal services.
- Methods and hours of operation.
- Operational control.
- Capacity of local schools and educational institutions.
- Economic impacts, inducements, attractions and detractions.
- Implementation schedule and proposed commencement and completion dates.

REQUIRED

(Check the Box to Signify Your Submittal of Listed Items)

- Statement describing the general character of the proposed development.
- A plat of survey or the equivalent thereof depicting the location, dimensions, boundaries, uses and size of the site.
- Legal description of the proposed development site.
- A site plan including the following:
 - Density and floor area ratio
 - Building heights and setbacks
 - Size & location of lots
 - Screening and fencing
 - Location of sanitary and storm sewer lines
 - Location of water mains
 - Site drainage
 - Location of roads, driveways and walks
 - Existing and proposed structures, parking, loading areas, ingress/egress points
 - Location of recreational and open space areas reserved or dedicated for public uses
 - Percentage of green space & impervious surface
- An accurate topographical map showing elevation and contour data at two (2) foot intervals and extending one hundred (100) feet beyond exterior boundaries of site and also the following
 - Topographical map showing all public right-of-ways & existing buildings within the project area.
 - Size and capacities of all available utilities and high water elevations along rivers and bodies of water.
- Easements to the Village for common open space areas, roadways and other right-of-ways not dedicated to the public.
- Landscape plan including table depicting quantity, size and name of species.
- Lighting plan showing photometrics and a spec sheet of all fixtures used.
- Sign plan with dimensions of sign.
- An attachment stating the methods and hours of operation (if applicable).
- Full-color rendering of building facades and large samples of colors and building materials to be used on the project.
- Table showing square footage of proposed buildings along with proportions of buildings devoted to office, production, manufacturing, warehousing, etc. and proposed number of employees in each area.
- Evidence showing proposed project is economically feasible.
- Table showing the approximate costs of individual buildings and dates of construction.
- Copies of deed restrictions, sureties, performance bonds, conditions, provisions, requirements and/or limitations to ensure public safety, health and welfare.
- Ownership and tax liability of private open space reservations and right-of-ways.
- Implementation schedule with proposed commencement and completion dates.

Please refer to Section 17.18 of the *Howard Municipal Code of Ordinances* for additional information on Planned Development District requirements.

Submit 10 color copies of all documents. If possible, provide electronic copies (pdf, word, excel, etc) of plans.

With this signature, I certify all required materials above have been submitted. Furthermore, I understand any required materials not submitted will result in an incomplete application. Incomplete applications will be returned to the applicant until all required materials are submitted.

X _____
Applicant Signature Date

Please direct all questions to Dave Wiese at 434-4640 or dwiese@villageofhoward.com

DEPARTMENT OF CODE ADMINISTRATION 2456 Glendale Avenue, Green Bay, WI 54313 (Office) 920-434-4640 (Fax) 920-434-4643 (Email) jherotev@villageofhoward.com				PERMIT APPLICATION		
PLEASE COMPLETE ALL APPLICABLE SECTIONS				INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED		
LOCATION	JOB SITE ADDRESS (Street Number and Name)	LOT #	SUBDIVISION			
PROPERTY OWNER	PROPERTY OWNER'S FULL NAME				DAYTIME PHONE #	
	PROPERTY OWNER'S MAILING ADDRESS (Include Zip Code)					
PERMIT APPLICANT	PERMIT APPLICANT'S COMPANY NAME		PERMIT APPLICANT'S FULL NAME (First, Middle Initial, Last)		DAYTIME PHONE #	
	PERMIT APPLICANT'S MAILING ADDRESS (Include Zip Code)		FAX #		ALTERNATE OR CELL PHONE #	
BUILDING CONTRACTOR	BUILDING CONTRACTOR'S COMPANY NAME		BUILDING CONTRACTOR'S FULL NAME (First, Middle Initial, Last)		DAYTIME PHONE #	
	BUILDING CONTRACTOR'S MAILING ADDRESS (Include Zip Code)		<input type="checkbox"/> DWELLING CONTRACTOR QUALIFIER #		<input type="checkbox"/> DWELLING CONTRACTOR #	
ELECTRICAL CONTRACTOR	ELECTRICAL CONTRACTOR'S COMPANY NAME		ELECTRICAL CONTRACTOR'S FULL NAME (First, Middle Initial, Last)		<input type="checkbox"/> ELECTRICAL CREDENTIAL #	
	ELECTRICAL CONTRACTOR'S MAILING ADDRESS (Include Zip Code)				DAYTIME PHONE #	
PLUMBING CONTRACTOR	PLUMBING CONTRACTOR'S COMPANY NAME		PLUMBING CONTRACTOR'S FULL NAME (First, Middle Initial, Last)		<input type="checkbox"/> PLUMBING CREDENTIAL #	
	PLUMBING CONTRACTOR'S MAILING ADDRESS (Include Zip Code)				DAYTIME PHONE #	
HVAC CONTRACTOR	HVAC CONTRACTOR'S COMPANY NAME		HVAC CONTRACTOR'S FULL NAME (First, Middle Initial, Last)		<input type="checkbox"/> HVAC CREDENTIAL #	
	HVAC CONTRACTOR'S MAILING ADDRESS (Include Zip Code)				DAYTIME PHONE #	
SEWER CONTRACTOR	SEWER CONTRACTOR'S COMPANY NAME		SEWER CONTRACTOR'S FULL NAME (First, Middle Initial, Last)		<input type="checkbox"/> PLUMBING CREDENTIAL #	
	SEWER CONTRACTOR'S MAILING ADDRESS (Include Zip Code)				DAYTIME PHONE #	
PROJECT (CHECK ONE)	<input type="checkbox"/> NEW BUILDING <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION/REMODELING <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVING <input type="checkbox"/> DEMOLITION <input type="checkbox"/> OTHER _____					
BLDG TYPE (CHECK ONE)	<input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> DUPLEX <input type="checkbox"/> MULTIFAMILY <input type="checkbox"/> COMMERCIAL/INDUSTRIAL <input type="checkbox"/> GARAGE/STORAGE <input type="checkbox"/> AGRICULTURAL <input type="checkbox"/> OTHER _____					
WORK TYPE (CHECK ALL PROPOSED WORK)	<input type="checkbox"/> BUILDING CONSTRUCTION <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> PLUMBING <input type="checkbox"/> HEATING/VENTILATING/ACR CONDITIONING <input type="checkbox"/> OTHER _____					
EST COST (LABOR AND MATERIALS)	BUILDING CONSTRUCTION (\$)	ELECTRICAL (\$)	PLUMBING (\$)	HVAC (\$)	OTHER (\$)	TOTAL ESTIMATED COST (\$)
JOB DESCRIPTION (DESCRIBE ALL PROPOSED WORK)	_____ _____ _____					
GO GREEN	 <p>* The Village of Howard is a partner with Focus on Energy and forwards all permit information to the organization to review for potential cost savings projects and programs.</p>					
BUILDING FEATURES (COMPLETE THIS SECTION FOR NEW BUILDINGS AND ADDITIONS ONLY)	CONSTRUCTION TYPE (Site Constructed or Manufactured)	BASEMENT? (Yes or No)	# OF STORES (Above Basement)	FOUNDATION TYPE (Poured Concrete, Masonry Block, Treated Wood, Etc.)		
	ELECTRICAL SERVICE SIZE (Amperes)	ELECTRICAL SERVICE LOCATION (Overhead or Underground)		BUILDING USE (Permanent or Seasonal)		
	HVAC EQUIPMENT (Furnace Oil, Radiant, Heat Pump, Boiler, Etc.)	HVAC FUEL (Natural Gas, LP Gas, Fuel Oil, Electricity, Solid Fuel, Solar, Etc.)		WATER HEATING FUEL (Natural Gas, LP Gas, Fuel Oil, Electricity, Etc.)		
	CENTRAL AIR CONDITIONING? (Yes or No)	SEWER TYPE (Municipal or Private)		WATER SUPPLY (Municipal Utility or Private Well)		
SIGNATURE	_____ ENTER YOUR INITIALS IN THIS BOX TO VERIFY THAT YOU HAVE READ AND AGREE TO THE TERMS AND CONDITIONS DETAILED BELOW (REQUIRED FOR APPLICATION TO BE PROCESSED)			APPLICATION DATE	CONSTRUCTION START DATE	
BY INITIATING THE BOX ABOVE, THE PERMIT APPLICANT DOES HEREBY CERTIFY THAT: (1) ALL INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT; (2) THE PERMIT APPLICANT UNDERSTANDS THAT THE ISSUANCE OF A PERMIT CREATES NO LEGAL LIABILITY, EXPRESSED OR IMPLIED, ON THE VILLAGE OF HOWARD OR ON ANY OF ITS EMPLOYEES; (3) IN THE PERFORMANCE OF ALL WORK COVERED, THE PERMIT APPLICANT WILL BE BOUND BY AND SUBMIT TO ALL STATUTES OF THE STATE OF WISCONSIN, CONFORM TO ALL APPLICABLE CODES AND ORDINANCES OF THE VILLAGE OF HOWARD, AND ABIDE BY ALL RULES AND REGULATIONS PRESCRIBED BY THE DEPARTMENT OF CODE ADMINISTRATION.						