

Chapter 22.11. Review and Decision-Making Procedures

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22.11.01. General Provisions

- A. **Purpose.** The purpose of this Chapter is to establish the review and decision-making processes required to develop land within the City of Waukesha as well as the roles of review and decision-making bodies in those processes.
- B. **Applicability.**
1. The provisions of this Chapter shall be applicable to all development within the City's jurisdiction, including amendments to previously approved development. Where there are ambiguities in the associated review procedures and decision-making criteria for particular

applications, the **Community Development Director or their designee** shall interpret the procedures and identify the review process for such application or development.

- a. **No Use and/or Construction to Commence Without Permit.** No land shall be used or occupied, and no buildings or structures shall be erected, moved, extended, or enlarged, nor shall any timbering, clearing and grubbing, or filling of any lot for the construction of any building, infrastructure, or site improvement be initiated until the appropriate permit or approval has been issued.
 - b. **Relation to Other Code of Ordinance Titles.** **Review and approval procedures established in other Chapters of the City of Waukesha Municipal Code** may apply in addition to the review and approval procedures of this Code. Compliance with this Code does not eliminate or replace any additional reviews, permits, or approvals required by other City ordinances or State or Federal regulations.
2. Any violation of the Code of the City which was initiated prior to the effective date of this Code shall continue to be a violation under this Code and shall be subject to the penalties set forth at the time of the violation unless the use, development, construction, or other activity is clearly consistent with the express terms of this Code.

22.11.02. Review and Decision-Making Bodies

A. Community Development Director.

1. **Administration.** The Community Development Director or their designee shall administer this Code.
2. **Duties and Powers.** The Community Development Director or their designee shall perform the following duties and exercise the following powers:
 - a. To facilitate and conduct pre-application meetings in accordance with Section ####.
 - b. To review all applications for completeness; to accept applications for which the Community Development Director is the designated administrative review or decision-making body; and to forward complete legislative applications to the appropriate review and decision-making bodies in accordance with Section ####.
 - c. To make determinations and decisions on Administrative Procedures for which the Community Development Director is assigned authority, as identified in Table ####, Review and Decision-Making Procedures Overview.
 - d. To maintain permanent and current records required by this Code, including but not limited to zoning approvals, inspection documents, variances, amendments, conditional uses, and similar use determinations.
 - e. Verify that all necessary state and federal permits required for floodland uses have been obtained prior to issuing approvals.

- f. Inspect all structures, lands, and waters as often as necessary to ensure compliance with this Chapter.
- g. Investigate complaints regarding violations of this Chapter, issue notices of violation to the responsible party, and report unresolved violations to the City Attorney.
- h. Assist the City Attorney in the prosecution of ordinance violations.
- i. Enter premises and structures during reasonable hours to perform necessary inspections; if entry is refused, obtain a special inspection warrant as authorized by **Wis. Stats. §66.122§.**
- j. Prohibit the use or erection of any structure, land, or water until inspected and approved for compliance with this Chapter.
- k. To maintain permanent and current records required by this Code, including but not limited to zoning approvals, inspection documents, variances, amendments, conditional uses, and similar use determinations.
- l. To maintain a record of all Administrative Procedure decisions, including notation of any special conditions.
- m. To record the lowest floor elevations of all structures erected, moved, altered, or improved in floodland districts.
- n. To verify and maintain documentation that all necessary state and federal permits required for floodland uses have been obtained prior to issuing approvals.
- o. To maintain records of all floodland nonconforming uses and structures, including the current equalized value of each structure, costs of approved modifications, and the percentage of value such modifications represent.
- p. To make all such records available for use by the Common Council, Plan Commission, Board of Zoning Appeals, Director of Public Works, and the public.

B. Board of Zoning Appeals.

- 1. **Establishment.** There is hereby established a Board of Zoning Appeals for the City of Waukesha pursuant to **Wis. Stats. §62.23(7)(e).** The Board shall hear and decide appeals, applications, requests for variances, and appeals of interpretations, in accordance with this Chapter.
- 2. **Administration.** The composition, appointment, and terms of members of the Board of Zoning Appeals shall be as provided in **Section 3.05 of the Waukesha Municipal Code.**
- 3. **Powers and Duties.** The Board of Zoning Appeals shall have the following powers and duties:

- a. **Appeals of Administrative Decisions.** To hear and decide appeals where it is alleged that there is an error in any order, requirement, decision, or determination made by the Community Development Director or their designee or any other administrative official in the enforcement of this Chapter.
- b. **Variances.** To hear and decide applications for variances from the provisions of this Chapter in accordance with the variance review standards set forth in Section #####.
- c. **Nonconforming Uses.** To hear and decide matters related to the treatment, continuation, or interpretation of nonconforming uses as provided in Section #####.
- d. **Map Interpretations.** To interpret the Zoning Map and resolve boundary disputes, including discrepancies between mapped boundaries and actual field conditions within floodland or conservancy districts, in coordination with the Wisconsin Department of Natural Resources as required.
- e. **Rules and Procedures.** To adopt rules and bylaws for the conduct of regular and special meetings, for the transaction of business, and for the exercise of its powers in accordance with this Chapter and applicable state law.
- f. **Appeals to Circuit Court.** Any person aggrieved by a decision of the Board may appeal to the Waukesha County Circuit Court as provided in Wis. Stats. §62.23(7)(e)10.

C. Plan Commission.

1. **Authority and Functions.** The Plan Commission shall exercise all authority and functions as provided in Wis. Stats. 62.23, and as provided in Chapter 3.04 of the Waukesha Municipal Code.
2. **Specific Duties and Powers.** The Plan Commission shall perform the following duties and exercise the following powers:
 - a. To conduct studies and prepare recommendations for amendments to the comprehensive plan,
 - b. To conduct studies and prepare recommendations and/or hear applications for updates to the Code text and to make recommendations on such matters to the Common Council,
 - c. To hear applications for amendments to the zoning map and to make recommendations on such matters to the Common Council,
 - d. To hear applications for new development, major redevelopment, and changes of use as indicated in Table #####, and to decide on or make recommendations on such matters to the Common Council,
 - e. To hear and decide on temporary use permit requests, when referred,
 - f. To hear and decide on conditional use permit requests,

- g. To hear and make recommendations to the Common Council on major and minor subdivision requests,
- h. To hear and make recommendations to the Common Council on matters pertaining to official mapping, in accordance with Wisconsin Statutes,
- i. To hear and make recommendations to the Common Council on applications for planned unit developments, as identified in Table ####, and
- j. To hear and to act on such other matters as may be referred to the Commission by the Common Council or the City staff.

D. Common Council.

- 1. **Authority and Functions.** The Common Council shall exercise all authority and functions as provided in #### of the Waukesha Municipal Code.
- 2. **Specific Duties and Powers.** The Common Council shall perform the following duties and exercise the following powers:
 - a. To review and decide upon amendments to the comprehensive plan,
 - b. To review and decide upon amendments to the Code text,
 - c. To review and decide upon amendments to the zoning map,
 - d. To review and decide upon applications for new development, major redevelopment, and changes of use, when referred,
 - e. To review and decide upon major and minor subdivisions,
 - f. To review and decide matters pertaining to official mapping in accordance with Wisconsin Statutes,
 - g. To review and decide applications for planned developments as identified in Table ####, and
 - h. To refer items to the Plan Commission for review and recommendation to the Common Council.

22.11.03. General Procedures

- A. **Review and Decision-Making Procedures Overview.** Table #### provides an overview of how the various review and decision-making bodies are involved in the review procedures of this Code. The following key shall be used in the interpretation of Table ####.
 - 1. R = Recommending Body
 - 2. D = Decision-Making Body

3. A =Appeal Body
4. * = Public Hearing Required

Table #### Review and Decision-Making Procedures Overview					
Procedure	Reference	Applicable Body			
		Community Development Director or their designee	Elected/Appointed Officials		
			Plan Commission	Common Council	Board of Zoning Appeals
Administrative Adjustments	####	D			
Interpretations	####	D			
Site Plan and Architectural Review (SPAR)	####	D [1]	D [1]		
Temporary Use Permit	####	D			
Sign Permit	####	D	A		
Minor Subdivision	####		R	D*	
Appeals of Administrative Decisions	####		D [2]		D [2]
Conditional Use Permit	####		D*		
Variance	####				D*
Major Subdivision – Preliminary Plat	####		R	D*	
Major Subdivision – Final Plat	####		R	D	
Planned Unit Development	####		R	D*	
Amendments – Comprehensive Plan	####		R	D*	
Amendments – Zoning Code Text	####		R	D*	
Amendments – Zoning Map	####		R	D*	
Notes					
[1] SPAR decisions shall be made by the Community Development Director or their designee unless referred to the Plan Commission per Section #### .					
[2] Decisions shall be made by the Plan Commission or Board of Zoning Appeals depending on the type of administrative decision, as specified in Section #### .					

B. Application Requirements.

1. Authority to File.

- a. Applications for administrative procedures may be made by the landowner; a lessee; a person holding an option or contract to purchase or lease land; or an authorized agent of the landowner.

- b. An easement holder may apply for administrative procedures for development that is authorized by the terms of the easement.
 - c. The Community Development Director or their designee may require an applicant to present evidence of authority to submit the application, including, when applicable, written authorization from the current landowner.
 2. **Pre-Application Meeting.** The purpose of a pre-application meeting is to provide an opportunity for the applicant and City staff to review applicable submittal requirements, procedures, and schedules, and to discuss development requirements.
 - a. A pre-application meeting is required for all Elected/Appointed Official Procedures per **Table #####**.
 - b. A pre-application meeting is encouraged for all Administrative Procedures per **Table #####**.
 - c. If a pre-application meeting is required or requested, the applicant shall provide the materials as requested by the Community Development Director or their designee.
 - d. The pre-application meeting is intended to facilitate the review process. Discussion and review are not binding.
 3. **Submittal Provisions.**
 - a. **Application Information.** Applications for all procedures established by this Code shall include the submittal materials required by applicable state statutes, this Code, and the Development Handbook, as amended from time to time.
 - b. **Fees.** The Community Development Director is authorized to establish fees for processing and administering applications. Review fees, as published on the adopted fee schedule, shall be paid at the time of application submittal.
 - c. **Deposits.** The Community Development Director is authorized to establish deposits to cover the cost of review. Such deposits shall be published on the adopted fee schedule. Any unspent deposit amount shall be returned to applicant once expenses have been verified and paid.
 - d. **Completeness Review.**
 - i. **Sufficiency to be Determined by Community Development Director.** The Community Development Director or their designee shall determine whether an application is complete before initiating review. An application is complete when all required materials have been submitted as per **Application for Development Review**. Applicable legislative timelines begin upon the determination of completeness.
 - ii. **Application Incomplete.** If the application is determined to be incomplete, the Community Development Director or their designee shall provide the applicant with written notice identifying the missing or deficient items.

- iii. **Application Complete.** If the application is determined to be complete, the Community Development Director or their designee shall accept the application for review. Acceptance may be provided either through a separate completeness notice or through issuance of the associated administrative decision.
- C. **Void Approval.** Any approval issued in violation of the provisions of this Code, whether intentionally, negligently, or innocently, shall be void.
- D. **Resubmittal of Denied Applications.** If an application is denied, the applicant shall wait one year before resubmitting, unless substantial changes are made to the proposal.
- E. **Public Notice Requirements.**
 - 1. **Public Notice Content.** Public notices, regardless of type, shall, at a minimum, include the information required by the State of Wisconsin.
 - 2. **Public Notice Types.**
 - a. Notice by Publication and
 - b. Notice by Mail.
 - 3. **Public Notice Requirements by Procedure.** Public notice shall be required by procedure type in accordance with Table #####.

Table ##### Public Notice Requirements by Procedure			
Procedure	Reference	Type of Notice	
		Publication	Mail
Conditional Use Permit	#####	R	R
Variance	#####	R	R
Planned Developments	#####	R	R
Amendments – Comprehensive Plan	#####	R	R
Amendments – Zoning Code Text	#####	R	
Amendments – Zoning Map	#####	R	R [1]
Notes			
[1] Amendments mailed in cases involving specific lots, plats, and planned developments.			

- F. **Appeals.**
 - 1. **Appeals of Administrative Decisions.** Appeals of any administrative decision shall be made in accordance with the Appeals of Administrative Decisions process (Section #####).
 - 2. **Appeals of Plan Commission Decisions.** Appeals of decisions of the Plan Commission shall be filed with the Waukesha County Circuit Court.

3. **Appeals of Board of Zoning Appeals Decisions.** Appeals of decisions of the Board of Zoning Appeals shall be filed with the Waukesha County Circuit Court in accordance with Wis. Stats. §62.23(7)(e)10.
4. **Appeals of Common Council Decisions.** Appeals to any decision of the Common Council shall be made to the Waukesha County Circuit Court.

22.11.04. Administrative Adjustments

- A. **Purpose.** Administrative Adjustments allow the Community Development Director or their designee to approve or deny limited deviations from the standards of this Code under specific, clearly defined circumstances.
- B. **Applicability.** Administrative Adjustments may be approved for the following Code sections:
 1. **Standards Subject to General Review Criteria.**
 - a. Upper Floor Glazing Requirements (Section #####)
 - b. Roofline Articulation (Section #####)
 - c. Waste, Recycling, and/or Grease Disposal Receptacle Enclosure Location (Section #####)
 - d. Outdoor Lighting; Lighting Standards in Footcandles (Section #####)
 - e. Outdoor Lighting; LED Fixtures – Fixture Type (Section #####)
 - f. Outdoor Lighting; Pole and Fixture Design – (Section #####)
 - g. Driveway Width (Section #####)
 2. **Standards Subject to General and Additional Review Criteria.**
 - a. Maximum Parking Allowance (Section #####)
 - b. Adjustments to Minimum Parking Requirements (Section #####)
 - c. Detached Accessory Dwelling Unit – Roof Type / Pitch (Section #####)
 - d. Detached Accessory Dwelling Unit – Exterior Cladding Materials (Section #####)
- C. **Procedures.**
 1. **Pre-Application Meeting.** If a pre-application meeting is required or requested it shall follow the process detailed in Section ##### (Pre-Application Meetings).
 2. **Application Submittal and Acceptance.** Application submittal and acceptance shall follow the standards and process established in Section #####.
 3. **Community Development Director Review and Decision.** Once the application is accepted, the Community Development Director or their designee shall review the

application based on the review criteria, refer the application to appropriate City Departments as needed, and either:

- a. Issue an approval of the Administrative Adjustment, or
- b. Issue a denial of the Administrative Adjustment, detailing the application's failure to comply with the review criteria, to the applicant.

D. Review Criteria.

1. General Review Criteria.

- a. The adjustment is consistent with the purpose and intent of the applicable regulation,
- b. The adjustment, in the case of dimensional standard modifications, is the smallest adjustment necessary to accommodate the proposed improvement or resolve the subject issue,
- c. The adjustment addresses building, health, and safety purposes or regulations, and
- d. The adjustment is consistent with the Comprehensive Plan.

2. Additional Review Criteria. The Administrative Adjustment is either:

- a. Required to accommodate for some unusual aspect of the development site or the proposed development that is not shared by landowners generally (e.g. lot shape or configuration),
- b. Proposed to protect sensitive natural resources or save healthy established trees,
- c. Required to eliminate a minor inadvertent failure to fully comply with a standard,
- d. Required due to natural conditions, such as watercourses, riparian buffers, natural rock formations, or topography, or
- e. Required due to the presence of existing utilities or other easements.

E. Effect of Decision.

1. **Permit Validity.** Upon approval, the Administrative Adjustment shall be **valid for two years.**
2. **Permit Extension.** Administrative Adjustment approvals cannot be extended.

22.11.05. Interpretations

- A. Purpose.** The Interpretations process is established in recognition that the provisions of this Code, though detailed and lengthy, cannot possibly address every specific situation to which they may have to be applied. Many such situations can, however, be readily addressed by an Interpretation of the specific provisions of this Code in light of the general and specific purposes for which those provisions have been enacted. Because the Interpretations process is an

administrative rather than a legislative authority, it is not intended to add to or change the essential content of this Code but, rather, is intended only to allow authoritative application of that content to specific cases.

- B. **Applicability.** Applications for Interpretations may be filed by any person having an interest in the circumstances giving rise to the need for an interpretation; provided, however, that interpretations shall not be sought by any person based solely on hypothetical facts or where the interpretation would have no effect other than as an advisory opinion.

C. **Procedures.**

1. **Pre-Application Meeting.** If a pre-application meeting is required or requested, it shall follow the process detailed in **Section #####** (Pre-Application Meetings).
2. **Application Submittal and Acceptance.** Application submittal and acceptance shall follow the standards and process established in **Section #####**.
3. **Community Development Director Review and Decision.** Once the application is accepted, the **Community Development Director or their designee** shall review the application based on the review criteria, refer the application to appropriate City Departments as needed, and inform the applicant, in writing, of their interpretation, stating the specific precedent, reasons, and analysis upon which the determination was based.

D. **Review Criteria.**

1. **General Review Criteria.** Interpretations of the text of this Code shall be based on the applicable purpose and applicability language per the applicable Chapter and the following criteria:
 - a. The clear and plain meaning of the provision's wording, as defined in **Chapter #####** and by the common and accepted usage of the term,
 - b. The intended purpose of the provision, as indicated by purpose statements, its context and consistency with surrounding and related provisions, and any legislative history to its adoption,
 - c. The general purposes served by this Code, as set forth in **Chapter #####**, and
 - d. Alignment with the **Comprehensive Plan**.
2. **Use Interpretation Review Criteria.** Interpretations regarding the uses allowed by the Code shall be based on the following criteria:
 - a. Any use included of this Code shall be interpreted as defined in **Chapter #####**.
 - b. No use interpretation shall permit a use that is included in a use table but not allowed as either a permitted or conditional use in the subject district.

- c. No use interpretation shall permit any use in any district unless evidence shall be presented that demonstrates that it will comply with all standards of the subject district.
 - d. No use interpretation shall permit any use in a district unless such use is substantially similar, in terms of impact on neighboring property, to other uses allowed in the same district.
 - e. If the proposed use is most similar to a use permitted only as a conditional use in the district in which it is proposed to be located, then any use interpretation permitting such use shall require the issuance of a Conditional Use Permit #####.
 - f. No use interpretation shall permit the establishment of any use that would be inconsistent with the Purpose Statement of the subject district.
3. **Zoning Map Boundaries Interpretation Review Criteria.** Interpretations of the boundaries of the Zoning Map shall be based on the following criteria:
- a. Boundaries shown as approximately following a utility line or a street, road, alley, railroad, or other public access way shall be interpreted as following where parcel abuts the row of the right-of-way or easement for the utility line or access way,
 - b. Boundaries shown as approximately following a property line shall be interpreted as following the property line as it existed when the boundary was established. If a subsequent minor adjustment (such as from settlement of a boundary dispute or overlap) results in the property line moving 10 feet or less, the zoning boundary shall be interpreted as moving with the property line,
 - c. Boundaries shown as approximately following a watercourse shall be interpreted as following the centerline of the watercourse as it actually exists, and as moving with that centerline to the extent the watercourse moves as a result of natural processes (flooding, erosion, sedimentation, etc.),
 - d. Boundaries shown as approximately following the shoreline of a body of water shall be interpreted as following the shoreline and as moving with shoreline to the extent the shoreline moves as a result of natural processes (flooding, erosion, sedimentation, etc.),
 - e. Boundaries shown as entering a body of water shall be interpreted as continuing in the direction at which they enter the body of water and extending until they intersect another zoning district boundary or similarly extended boundary, or the limits of the City's jurisdiction,
 - f. Boundaries shown as approximately following established municipal corporate limits or other political boundaries shall be interpreted as following the corporate limits or boundary,
 - g. Boundaries shown parallel to or as extensions of features indicated in this subsection shall be interpreted as such,

- h. If the specific location of a depicted boundary cannot be determined from notations on the Zoning Map or application of the above standards, it shall be determined by using the map's scale to determine the boundary's distance from other features shown on the map.
- E. **Effect of Decision.** No interpretation shall authorize the establishment of a use or the development, construction, reconstruction, alteration, or moving of any building or structure. An interpretation only authorizes the preparation, filing, and processing of any subsequent permits or approvals required by the City.

22.11.06. Site Plan and Architectural Review (SPAR)

- A. **Purpose.** Site Plan and Architectural Review (SPAR) is required to ensure that all new commercial development in the City complies with the provisions of this ordinance, and with other applicable City ordinances, and is aligned with the goals, recommendations, and policies of the Waukesha Comprehensive Plan.
- B. **Administrative SPAR.**
 - 1. **Applicability.** Site and Architectural Plans must be approved before commencement of construction or issuance of Building Permits for any New Development, Major Redevelopment, Intermediate Redevelopment, or Minor Redevelopment in any zoning district, with the exception of One- or Two-Unit Dwellings and their accessory structures in the RN-1, RN-2, RN-3, and RN-4 districts. SPAR must also be approved prior to construction of Accessory Dwelling Units in any district, and prior to landscape and parking lot changes as noted in **Section 22.07**.
 - 2. **Procedures:**
 - 3. **Pre-Application Meeting.** If a pre-application meeting is required or requested, it shall follow the process detailed in **Section #####** (Pre-Application Meetings).
 - 4. **Application Submittal and Acceptance.** Application submittal and acceptance shall follow the standards and process established in **Section #####**.
 - 5. **Community Development Director Review and Decision.** Once the application is accepted, the **Community Development Director or their designee** shall review the application based on the review criteria and either:
 - a. Determine that Plan Commission SPAR is not needed as established in **Subsection (E) below** and issue an approval of the Administrative SPAR, or
 - b. Determine that Plan Commission SPAR is not needed as established in **Subsection (E) below** but requires additional information, and issue a letter to the applicant detailing the required information needed prior to completion of an Administrative SPAR, or

- c. Determine that Plan Commission SPAR and/or decision on a requested exemption to design standards in Sections #####, ####, ####, ####, or #### (Design, Development, Landscape, Access) is required, and issue a letter to the applicant detailing the determination and requirements for Plan Commission SPAR (Section #####), or
- d. Issue a denial of the Administrative SPAR, detailing the application's failure to comply with the review criteria and next steps, to the applicant.

C. Plan Commission SPAR.

1. Applicability:

- a. **Design Standards Exceptions.** Should the Community Development Director or designee determine through the Administrative SPAR process in Subsection (C) above that Site and Architectural Plans require one or more exceptions to Sections #####, ####, ####, or #### of this ordinance (Development, Design, Landscape, and Access), the applicant shall submit the proposal for review by the Plan Commission.
- b. **Adjacent Property Impacts.** When a proposed new development, major redevelopment, or intermediate redevelopment is located on a property that is adjacent to a property in the RN-1, RN-2, RN-3, or RN-4 districts with less permissive standards, and the proposed development includes use that is not permitted in the adjacent RN-1, RN-2, RN-3, or RN-4 district, the plans shall require Plan Commission SPAR.

D. Procedures:

1. **Application Submittal and Acceptance.** Application submittal and acceptance shall follow the standards and process established in Section #####.
 - a. **Community Development Director Review and Decision.** Once the application is accepted, the Community Development Director or their designee shall review and make an Administrative SPAR determination per the procedure established in Subsection (C) above.
 - b. Upon receipt of the Administrative SPAR decision, the applicant may:
 - i. Request that the application be referred to the Plan Commission for SPAR without changes,
 - ii. Incorporate recommendations per the Administrative SPAR decision and request Plan Commission SPAR, or
 - iii. Amend the proposal and submit a new application for SPAR .
2. **Plan Commission Meeting and Decision.** The Plan Commission shall conduct a public meeting on the application; review and discuss the application, Community Development Director or their designee's report, and public comment received; and either:

- a. Approve the Site and Architectural Plans as submitted,
- b. Approve the Site and Architectural Plans, subject to conditions or revisions, or
- c. Deny the Site and Architectural Plans application, and direct the Community Development Director or their designee to issue a letter detailing the decision to the applicant.

E. Plan Commission Review Criteria.

1. All applicable standards of the Waukesha Municipal Code are met.
2. The development proposal aligns with the goals, recommendations, and policies of the Waukesha Comprehensive Plan.
3. In the case of exceptions, the exception is not contrary to the purposes of the zoning ordinance.

F. Effect of Decision:

1. **Approval Validity.** Upon approval of an Administrative SPAR or Plan Commission SPAR, the applicant may begin the proposed construction or, if required, apply for Building Permits. All construction must be consistent with the SPAR approval and associated conditions. Any work conducted in a manner which does not conform to the SPAR approval and conditions shall be subject to enforcement as established in Section ### of this Code and other applicable City ordinances. SPAR approval shall be valid for two years.
2. **Approval Extension.** A SPAR approval shall be automatically extended beyond the two-year date of validity and shall remain in effect for the duration of a valid Building Permit for the associated work. Any SPAR approval may be renewed through Administrative SPAR after the deadline has expired.

22.11.07. Temporary Use Permit

- A. **Purpose.** A Temporary Use Permit is required to ensure temporary uses comply with the standards of this Code and are aligned with the goals, recommendations, and policies of the Waukesha Comprehensive Plan.
- B. **Applicability.** A Temporary Use Permit shall be required prior to the establishment of any new temporary use, as allowed in Chapter ####.
- C. **Procedures.**

1. **Pre-Application Meeting.** If a pre-application meeting is required or requested, it shall follow the process detailed in **Section #####** (Pre-Application Meetings).
2. **Application Submittal and Acceptance.** Application submittal and acceptance shall follow the standards and process established in **Section #####**.
3. **Community Development Director Review and Decision.** Once the application is accepted, the **Community Development Director or their designee** shall review the application based on the review criteria, refer the application to appropriate City Departments as needed, and either:
 - a. Issue the Temporary Use Permit,
 - b. Issue the Temporary Use Permit, subject to conditions that bring the use into alignment with the goals, recommendations, and policies of the Waukesha Comprehensive Plan, or
 - c. Deny the Temporary Use Permit, detailing the application's failure to comply with the review criteria, to the applicant.
4. **Plan Commission Review (If Referred).** When an application is referred to the Plan Commission, or when a request involves an extension of time beyond what is permitted by this Code, an exception from applicable standards, or any change not expressly authorized by this Section, the Plan Commission shall conduct a public review meeting on the application; review and discuss the application, the Community Development Director or their designee's report, and any public comments received; and either:
 - a. Issue the Temporary Use Permit,
 - b. Issue the Temporary Use Permit, subject to conditions that bring the use into alignment with the goals, recommendations, and policies of the Waukesha Comprehensive Plan, or
 - c. Deny the Temporary Use Permit, and direct the **Community Development Director or their designee** to issue a letter, detailing the decision to the applicant.

D. Review Criteria.

1. All applicable standards of this Code are met.
2. All applicable standards of the **Waukesha Municipal Code** are met.
3. The use, its location, and the building or structure in which it is located aligns with the goals, recommendations, and policies of the **Waukesha Comprehensive Plan**.

E. Effect of Decision.

1. **Permit Validity.** Upon approval, the Temporary Use Permit shall be valid for the dates identified on the approved permit.
2. **Permit Extension.** A Temporary Use Permit may be renewed annually for the period established in the initial permit, subject to approval by the Community Development

Director or their designee, provided the use remains in compliance with all conditions of approval and has not been changed or expanded. Any modification or expansion of the temporary use shall require submission of a new Temporary Use Permit application.

3. **Permit Revocation.** A Temporary Use Permit approved by the Plan Commission may be revoked by the Plan Commission. A Temporary Use Permit approved by the Community Development Director or their designee may be revoked by the Community Development Director or their designee if any requirements, limitations, or conditions of approval are not met.

22.11.08. Sign Permits

- A. **Purpose.** A Sign Permit is required to ensure signs comply with the standards of this **Code** and the **Waukesha Municipal Code**.
- B. **Applicability.** A Sign Permit shall be required, per **Table #### Permitted and Allowed Sign Types by District**, prior to any installation, modification, or expansion of any sign unless otherwise allowed in **Chapter ##**.
- C. **Procedures.**
 1. **Pre-Application Meeting.** If a pre-application meeting is required or requested, it shall follow the process detailed in **Section ####** (Pre-Application Meetings).
 2. **Application Submittal and Acceptance.** Application submittal and acceptance shall follow the standards and process established in **Section ####**.
 3. **Community Development Director Review and Decision.** Once the application is accepted, the Community Development Director or their designee shall review the application based on the review criteria, refer the application to appropriate **City Departments** as needed, and either:
 - a. Issue the Sign Permit, or
 - b. Deny the Sign Permit, detailing the application's failure to comply with the review criteria, to the applicant.
- D. **Review Criteria.**
 1. All applicable standards of this **Code** are met.
 2. All applicable standards of the **Waukesha Municipal Code** are met.
- E. **Effect of Decision.**
 1. **Permit Validity.** Upon approval, a Sign Permit shall remain in effect unless the sign is removed, modified, replaced, or altered in a manner that requires a new permit.

2. **Permit Extension.** Sign Permits may be extended by the Community Development Director or their designee in cases of extenuating circumstance.

22.11.09. Minor Subdivisions

- A. **Purpose.** The minor subdivision process is established to efficiently process small-scale subdivisions including Certified Survey Maps (CSMs), lot consolidations, and boundary line adjustments.
- B. **Applicability.**
 1. A Minor Subdivision consists of four or fewer lots created by Certified Survey Map (CSM), consistent with applicable Wisconsin Statutes, as amended.
 2. A CSM creating more than four lots may be approved for commercial, multifamily dwelling, industrial, or mixed-use development, in accordance with applicable Wisconsin Statutes, as amended.
 3. Lot consolidation shall include instances where more than one lot will be made into fewer lots.
 4. Boundary line adjustments processed by Certified Survey Map shall follow the Minor Subdivision procedures unless otherwise exempted by this Code.
- C. **Procedures.**
 1. **Pre-Application Meeting.** If a pre-application meeting is required or requested, it shall follow the process detailed in **Section #####** (Pre-Application Meetings).
 2. **Application Submittal and Acceptance.** Application submittal and acceptance shall follow the standards and process established in **Section #####**.
 3. **Community Development Director Review.** Once the application is accepted, the **Community Development Director or their designee** shall:
 - a. Refer the application to appropriate City Departments for review and comment,
 - b. Prepare a report and recommendation on the application, based on the comments received from the referred to City Departments, and
 - c. Schedule the Plan Commission Public Hearing.
 4. **Plan Commission Meeting and Recommendation.** The Plan Commission shall conduct a public meeting on the application; review and discuss the application, the Community Development Director or their designee's report, and any public comment received; and recommend to the Common Council by resolution that the Council shall either:
 - a. Recommend approving the minor subdivision as presented,
 - b. Recommend approving the minor subdivision with revisions or conditions, or

c. Recommend to deny the minor subdivision.

5. **Common Council Hearing and Decision.** The Common Council shall conduct the required public hearing on the application; review the application, the Community Development Director or their designee's report, the recommendation of the Plan Commission, and public comment received; and shall either:

- a. Approve the minor subdivision as presented,
- b. Approve the minor subdivision revisions or conditions, or
- c. Deny the minor subdivision, and direct the **Community Development Director or their designee** to issue a letter, detailing the decision to the applicant.

D. Review Criteria.

- 1. All applicable standards of this Code are met, and
- 2. All applicable standards of the Waukesha Municipal Code are met.

E. Effect of Decision.

- 1. An approved Minor Subdivision shall be recorded in accordance with Wis. Stats. **Chapter 236**.
- 2. No lots in a Minor Subdivision, no lots created by boundary line adjustment, no consolidated lot, nor any lot with a dedicated easement shall be sold prior to City approval and recording of the approved Minor Subdivision.

22.11.10. Appeals of Administrative Decisions

- A. **Purpose.** The Appeals of Administrative Decisions procedure is established to ensure any party aggrieved by any order, requirement, decision, or determination, made by the **Community Development Director or their designee or the Public Works Director or their designee** can appeal that decision to the **Board of Zoning Appeals**.

B. Applicability.

- 1. **Review by the Board of Zoning Appeals.** Any appeal of an administrative decision with regard to Interpretations (Section #####) shall be heard and reviewed by the Board of Zoning Appeals:
- 2. **Review by the Planning Commission.** Any appeal of an administrative decision with regard to the following application types shall be heard and reviewed by the Planning Commission:
 - a. Administrative Adjustments (Section #####),
 - b. Site Plan and Architectural Review (Section #####),
 - c. Temporary Use Permit (Section #####), and

- d. Sign Permits (Section ###).

C. Procedures.

1. **Application Submittal and Acceptance.** An appeal of an Administrative Decision can be filed within **30 days** from the receipt of the adverse order, requirement, decision, or determination by the original applicant. Application submittal and acceptance shall follow the standards and process established in **Section #####**.
2. **Community Development Director Review.** Once the application is accepted, the Community Development Director or their designee shall:
 - a. Upon acceptance of an appeal, the Community Development Director or their designee shall pause further administrative action related to the appealed decision unless doing so would create an immediate threat to public health or safety. In such cases, the Director may allow necessary actions to proceed until the Board of Zoning Appeals renders a decision.
 - b. Upon acceptance of an appeal, the Community Development Director or their designee shall schedule the matter for a public hearing before the Board of Zoning Appeals in accordance with the **notice and hearing procedures #####** of this Chapter.
3. **Hearing Procedure and Decision.** The **Board of Zoning Appeals** or Planning Commission, as detailed in subsection #####, shall review the application and public comment received, and either:
 - a. Reverse the decision in whole,
 - b. Reverse the decision in part,
 - c. Affirm the decision in whole, and direct the **Community Development Director or their designee** to issue a letter, detailing the decision to the applicant, or
 - d. Affirm the decision in part, and direct the **Community Development Director or their designee** to issue a letter, detailing the decision to the applicant.

- D. **Review Criteria.** An appealed administrative decision shall be reversed or reversed in part if a minimum of one of the following findings is made:

1. The decision constituted an erroneous application or interpretation of this Code,
2. The decision constituted an abuse of the Community Development Director or their designee's discretion to interpret or apply this Code, or
3. The decision was rendered based upon an erroneous material fact.

E. Effect of Decision.

1. If the appealed decision is reversed in whole or in part, the corresponding permit or approval shall be issued, subject to the applicable validity and expiration provisions of this Code.
2. If the appealed decision is affirmed in whole or in part, the applicant may revise and resubmit an application for the applicable permit or approval, subject to the applicable expiration provisions of this Code.

22.11.11. Conditional Use Permit

- A. **Purpose.** The Conditional Use Permit procedure is established to ensure uses identified as conditional uses in **Table #####** are in keeping with the stated purpose and intent of the zoning district in which they are proposed to be established.
- B. **Applicability.** A Conditional Use Permit shall be required prior to the establishment of any uses identified as conditional uses in **Table #####**.
- C. **Procedures.**
 1. **Pre-Application Meeting.** If a pre-application meeting is required or requested, it shall follow the process detailed in **Section #####**.
 2. **Application Submittal and Acceptance.** Application submittal and acceptance shall follow the standards and process established in **Section #####**.
 3. **Community Development Director Review.** Once the application is accepted, the **Community Development Director or their designee** shall:
 - a. Refer the application to appropriate **City** Departments for review and comment,
 - b. Prepare a report and recommendation on the application, based on the comments received from the referred to **City** Departments, and
 - c. Schedule the **Plan Commission Public Hearing**.
 4. **Plan Commission Hearing and Decision.** The **Plan Commission** shall conduct a public hearing on the application; review and discuss the application, **Community Development Director or their designee's** report, and public comment received; and either:
 - a. Issue the Conditional Use Permit,
 - b. Issue the Conditional Use Permit subject to conditions that are:
 - i. Related to the stated purpose and intent of the district in which the use is proposed to be located,
 - ii. Reasonable, and to the extent practicable, measurable,
 - iii. Based on facts and information, other than personal preferences or speculation, and

- iv. Related to the permit's duration, transfer, or renewal.
 - c. Deny the Conditional Use Permit, and direct the **Community Development Director or their designee** to issue a letter, detailing the decision to the applicant.
- D. **Review Criteria.** A Conditional Use Permit shall be issued if:
 - 1. All applicable standards of this Code are met,
 - 2. All applicable standards of the Waukesha Municipal Code are met,
 - 3. The conditions imposed are related to the purpose of this Ordinance and shall be based on substantial evidence,
 - 4. The applicant demonstrates by substantial evidence that the application and all requirements and conditions established by the City are or shall be satisfied, and
 - 5. The applicant meets or agrees to meet the requirements and conditions established by the City,
 - 6. The use is aligned with the **vision, goals, objectives, and/or recommendations** of the **City's Comprehensive Plan**.
- E. **Effect of Decision.**
 - 1. **Permit Validity.** Upon approval, a Conditional Use Permit shall run with the land unless otherwise made a condition of approval. Any subsequent request to amend, modify, or revoke the Conditional Use Permit shall be referred to the Plan Commission for review and action.
 - 2. **Amendments.**
 - a. **Minor Amendments.** An amendment to a Conditional Use Permit shall be treated as a **Site Plan and Architectural Review (Section #####)** if it does not qualify as a Major Amendment, as detailed in **subsection b** below.
 - b. **Major Amendments.** Major amendments to an approved Conditional Use Permit shall be treated as a new application for Conditional Use Permit approval. Major amendments include any:
 - i. Modification of any requirements specified by the Conditional Use Permit,
 - ii. Change in land use or development type beyond that permitted by the approved Conditional Use Permit,
 - iii. Introduction of a new vehicular access point to an existing street, road or thoroughfare not previously designated for access,
 - iv. Increase in the total number of residential dwelling units originally authorized by the approved Conditional Use Permit,

- v. When the total floor area of a nonresidential building is increased more than 10 percent beyond the total floor area authorized by the approved Conditional Use Permit, and
- vi. Any change which alters the basic development concept of the Conditional Use Permit.

22.11.12. Variances

- A. **Purpose.** The variance procedure is intended to provide a means by which relief may be granted from unforeseen, particular applications of this Code that create practical difficulties or particular hardships.
- B. **Applicability.** A variance may be requested only from dimensional or numerical standards of this Code. Variances shall not be granted to permit a use not otherwise allowed in the applicable zoning district, nor to change a zoning district classification or district boundary.
- C. **Procedures.**
 - 1. **Pre-Application Meeting.** If a pre-application meeting is required or requested, it shall follow the process detailed in Section #####.
 - 2. **Application Submittal and Acceptance.** Application submittal and acceptance shall follow the standards and process established in Section #####.
 - 3. **Community Development Director Review.** Once the application is accepted, the Community Development Director or their designee shall:
 - a. Refer the application to appropriate City Departments for review and comment, and if located in the floodplain, notify the Wisconsin Department of Natural Resources (DNR).
 - b. Prepare a report and recommendation on the application, based on the comments received from the referred to City Departments and DNR, and
 - c. Schedule the Board of Zoning Appeals Public Hearing for dimensional variance applications.
 - 4. **Board of Appeals Hearing Procedure and Decision.** The Board of Zoning Appeals shall conduct a public hearing on the application; review and discuss the application, Community Development Director or their designee's report, and public comment received; and either:
 - a. Approve the variance,
 - b. Approve the variance with conditions, or
 - c. Deny the variance, and direct the Community Development Director or their designee to issue a letter, detailing the decision to the applicant.

- D. **Findings of Fact.** Before any variance is approved, the Board of Zoning Appeals shall make a favorable finding of fact, based upon evidence presented by the applicant, that each of the following criteria has been satisfied:
1. The proposed variance is consistent with the general purpose and intent of this Code and will not be contrary to the public interest.
 2. There are exceptional or extraordinary conditions applying to the property or the intended use that do not generally apply to other properties or uses in the same zoning district.
 3. The variance is necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same zoning district and vicinity.
 4. The variance is not being requested solely on the basis of economic gain or loss, and self-imposed hardships are not grounds for granting a variance.
 5. The granting of the variance will not alter the essential character of the area, be detrimental to adjacent properties, or impair the purpose of this Chapter.
 6. The variance will observe the spirit of this Chapter and secure public safety and welfare.
 7. For properties located within floodplain areas, Variance requests shall comply with the floodplain variance criteria set forth in **Section #####** of the Waukesha Municipal Code.
- E. **Effect of Decision.**
1. **Approval Validity.**
 - a. Upon approval, a variance shall be valid for the same duration as the associated building permit. A variance shall expire if a building permit is not issued within that period, or if construction has not substantially begun before the building permit expires and is thereafter diligently pursued to completion. Should these conditions be met, the variance shall run with the land.
 - b. If a variance is approved for a subdivision, it shall be valid for a period that is concurrent with the period that the preliminary plat is valid and shall run with the land only after the recordation of a duly approved final subdivision plat.
 2. **Approval Extension.** A variance approval cannot be extended.

22.11.13. Major Subdivisions

- A. **Purpose.** The Major Subdivision process is established to process large scale subdivisions including subdivisions in the City of Waukesha's extraterritorial jurisdiction (ETJ).
- B. **Applicability.**
1. A Major Subdivision shall consist of any land division that meets the definition of a "subdivision" under **Wis. Stats. Chapter 236** including:

- a. Any land division that does not qualify as a Minor Subdivision (Section ####) shall be reviewed as a Major Subdivision.
- b. Condominium plats and ETJ plats are processed as Major Subdivisions.

C. Procedures.

1. **Pre-Application Meeting.** If a pre-application meeting is required or requested, it shall follow the process detailed in Section #### (Pre-Application Meetings).
2. **Preliminary Plat.**
 - a. **Preliminary Plat Application Submittal and Acceptance.** Application submittal and acceptance shall follow the standards and process established in Section ####.
 - b. **Preliminary Plat Community Development Director Review.** Once the application is accepted, the Community Development Director or their designee shall:
 - i. Refer the application to appropriate City Departments for review and comment,
 - ii. Prepare a report and recommendation on the application, based on the comments received from the referred to City Departments, and
 - iii. Schedule the Plan Commission meeting.
 - c. **Preliminary Plat Plan Commission Meeting and Recommendation.** The Plan Commission shall conduct a meeting on the application; review and recommend the application, Community Development Director or their designee's report, and public comment received; and either:
 - i. Recommend to Approve the Preliminary Plat as presented,
 - ii. Recommend to Approve the Preliminary Plat with revisions, or
 - iii. Deny the Preliminary Plat, and direct the Community Development Director or their designee to issue a letter, detailing the decision to the applicant.
 - d. **Preliminary Plat Common Council Meeting and Decision.** The Common Council shall review and discuss the application and the Community Development Director or their designee's report, and either:
 - i. Find the Preliminary Plat to be in substantial conformance with the Preliminary Plat and approve the Preliminary Plat as presented,
 - ii. Find the Preliminary Plat to not be in substantial conformance with the Preliminary Plat and approve the Preliminary Plat with revisions or conditions, or
 - iii. Deny the Preliminary Plat, and direct the Community Development Director or their designee to issue a letter, detailing the decision to the applicant.

3. Final Plat.

- a. **Final Plat Application Submittal and Acceptance.** Application submittal and acceptance shall follow the standards and process established in **Section #####**.
- b. **Final Plat Community Development Director Review.** Once the application is accepted, the **Community Development Director or their designee** shall:
 - i. Refer the application to appropriate City Departments for review and comment,
 - ii. Prepare a report and recommendation on the application, based on the comments received from the referred to City Departments, and
 - iii. Schedule the Plan Commission and Common Council Meetings.
- c. **Final Plat Plan Commission Meeting and Recommendation.** The Plan Commission shall review and discuss the application and the **Community Development Director or their designee's** report, and either:
 - i. Find the Final Plat to be in substantial conformance with the Preliminary Plat and recommend to approve the Final Plat as presented,
 - ii. Find the Final Plat to not be in substantial conformance with the Preliminary Plat and recommend to approve the Final Plat with revisions or conditions, or
 - iii. Find the Final Plat to not be in substantial conformance with the Preliminary Plat, recommend to deny the Final Plat, and direct the Community Development Director or their designee to issue a letter, detailing the decision to the applicant.
- d. **Final Plat Common Council Hearing and Decision.** The Common Council shall review and discuss the application and the **Community Development Director or their designee's** report, and either:
 - i. Find the Final Plat to be in substantial conformance with the Preliminary Plat and approve the Final Plat as presented,
 - ii. Find the Final Plat to not be in substantial conformance with the Preliminary Plat and approve the Final Plat with revisions or conditions, or
 - iii. Find the Final Plat to not be in substantial conformance with the Preliminary Plat, deny the Final Plat, and direct the **Community Development Director or their designee** to issue a letter, detailing the decision to the applicant.

D. Review Criteria.

1. All applicable standards of this Code are met,
2. All applicable standards of the **Waukesha Development Guideline found in the Handbook**,
3. All applicable standards of the Waukesha Municipal Code are met, and

4. All applicable standards of **Wis. Stats. Chapter 236** (as amended) are met.

E. Effect of Decision.

1. An approved Final Plat must be recorded in accordance with Wis. Stats. **Chapter 236**.
2. No lots in a major subdivision shall be sold prior to approval by the City and recording of the approved Final Plat.

- F. Amendments.** All amendments to a Preliminary or Final Plat shall be treated as a new application for Major Subdivision approval.

22.11.14. Planned Unit Developments

- A. Purpose.** The Planned Unit Development (PUD) process is established to provide flexibility in the strict application of the standards of this Code to accommodate innovative design and development practices that would not otherwise be achievable, in exchange for higher quality development and additional community benefits than would otherwise be required.
- B. Applicability.** Any development site may apply to be considered as a PUD.
- C. Procedures.**
1. **Pre-Application Meeting.** If a pre-application meeting is required or requested, it shall follow the process detailed in **Section #####** (Pre-Application Meeting).
 2. **Optional Preliminary Consultation.** The applicant may elect to conduct a Preliminary Application Consultation meeting with the Common Council prior to application submittal. If the applicant elects, the following steps shall be taken.
 - a. **Preliminary Application, Submittal and Acceptance.** Preliminary application submittal and acceptance shall follow the standards and process established in **Section #####**.
 - b. **Preliminary Application, Community Development Director Review.** Once the application is accepted, the **Community Development Director or their designee** shall schedule the Plan Commission Preliminary Application Consultation meeting.
 - i. The applicant may request that the preliminary application be presented to the Common Council instead of, or in addition, to the Plan Commission.
 - c. **Preliminary Application Plan Commission Consultation Meeting.**
 - i. At a public hearing, the applicant shall present the preliminary application in sufficient detail to broadly acquaint the Plan Commission with the proposal.
 - ii. The Plan Commission may provide the applicant with any preliminary views or concerns that they may have at a time in the process when positions are still flexible, and adjustment is still possible prior to the time when the applicant is required to

expend the funds necessary to prepare the complete documentation required for a formal application.

- iii. The Plan Commission may make any comments, suggestions or recommendations regarding the preliminary application deemed necessary or appropriate by that member; provided, however, that no final or binding action shall be taken with respect to any preliminary application.
 - iv. Any views expressed during the Plan Commission Preliminary Application Consideration meeting shall be deemed to be only preliminary and advisory and only the individual views of the members expressing them. Nothing said or done during such a review shall be deemed to create, or to prejudice, any rights of the applicant or to obligate the Plan Commission, or any member of it, to approve or deny any formal application following full consideration thereof as required by this Code.
3. **Application Submittal and Acceptance.** Application submittal and acceptance shall follow the standards and process established in **Section #####**.
 4. **Community Development Director Review.** Once the application is accepted, the **Community Development Director or their designee** shall:
 - a. Refer the application to appropriate City Departments for review and comment,
 - b. Prepare a report and recommendation on the application, based on the comments received from the referred to City Departments, and
 - c. Schedule the Plan Commission Public Hearing.
 5. **Plan Commission Meeting and Recommendation.** The Plan Commission shall conduct a public meeting on the application; review and discuss the application, the Community Development Director or their designee's report, and any public comment received; and recommend to the Common Council by resolution that the Council shall either:
 - a. Adopt a resolution approving the PUD as presented,
 - b. Adopt a resolution approving the PUD with revisions or conditions, or
 - c. Deny the PUD.
 6. **Common Council Hearing and Decision.** The Common Council shall conduct the required public hearing on the application; review the application, the Community Development Director or their designee's report, the recommendation of the Plan Commission, and public comment received; and shall either:
 - a. Pass an Ordinance approving the PUD as presented, and direct the Community Development Director or their designee to update the Zoning Map to designate the development site as located in the PUD-O District,

- b. Pass an Ordinance approving the PUD with revisions or conditions, and direct the **Community Development Director or their designee** to update the Zoning Map to designate the development site as located in the PUD-O District, or
- c. Refer the PUD back to the Plan Commission for additional review and recommendation, or
- d. Deny the PUD, and direct the **Community Development Director or their designee** to issue a letter, detailing the decision to the applicant.

D. **Review Criteria.**

E. **Effect of Decision.**

1. **Effect of Approval.** Following PUD approval, the approved deviations from the standards of this Code shall control in the event of an express conflict between the provisions of the PUD and this Code. Any Code standard both in effect at the time of PUD adoption or established/amended in the future, which does not receive deviation approval, shall be complied with. Approvals expire after two years if construction has not yet started.
2. **Amendments.** All amendments to an approved PUD shall be treated as a new application for PUD approval.

22.11.15. Amendments – Comprehensive Plan

- A. **Purpose.** The Comprehensive Plan Amendment process established is established to provide a means for making changes to the Plan that have more or less general significance or application. It is not intended to relieve particular hardships nor to confer special privileges or rights. Rather, it is intended as a tool to adjust the goals, policies, and recommendations of the Plan in light of changing, newly discovered or newly important conditions, situations, or knowledge.
- B. **Applicability.** A Comprehensive Plan Amendment may be initiated by the Common Council, the Plan Commission, **the City** Administrator or by any owner of property affected by the provisions of the Plan goal, policy, or recommendation sought to be amended.
- C. **Procedures.**
 1. **Application Submittal and Acceptance.** Application submittal and acceptance shall follow the standards and process established in **Section #####**.
 2. **Community Development Director Review.** Once the application is accepted, the **Community Development Director or their designee** shall:
 - a. Refer the application to appropriate City Departments for review and comment,
 - b. Prepare a report and recommendation on the application, based on the comments received from the referred to City Departments, and
 - a. Schedule the Plan Commission meeting for review and recommendation.

3. **Plan Commission Meeting and Recommendation.** The Plan Commission shall conduct a public meeting on the application; review and discuss the application, **Community Development Director or their designee's** report, and public comment received; and recommend the Common Council either:
 - a. Approve the Comprehensive Plan Amendment as presented,
 - b. Approve the Comprehensive Plan Amendment with revisions, or
 - c. Deny the Amendment.
 4. **Common Council Hearing and Decision.** The Common Council shall conduct a public hearing on the application; review the application, the **Community Development Director or their designee's** report, the recommendation of the Plan Commission and public comment received and either:
 - a. Approve the Comprehensive Plan Amendment as presented,
 - b. Approve the Comprehensive Plan Amendment with revisions,
 - c. Refer the Amendment back to the Plan Commission for additional review and recommendation, or
 - d. Deny the Amendment, and direct the **Community Development Director or their designee's** to issue a letter detailing the decision to the applicant.
- D. **Review Criteria.** In the review of a Comprehensive Plan Amendment application, the Plan Commission and Common Council should ensure the amendment is generally consistent with the overall policies, goals, objectives, recommendations and standards of the Comprehensive Plan.
- E. **Effect of Decision.** After the adoption of an amendment to the Official Comprehensive Plan, or a part thereof, no Zoning Code Text Amendment or Zoning Map amendment may be approved except in accordance with the amended policies, goals, objectives, principles and standards of the Plan.

22.11.16. Amendments – Zoning Code Text

- B. **Purpose.** The Zoning Code Text Amendment process established is established to provide a means for making changes to the standards of this Code to align with the Waukesha Comprehensive Plan.
- C. **Applicability.** A Zoning Code Text Amendment may be initiated by the Common Council, the Plan Commission, **Community Development Director or their designee,** or by any owner of property affected by the provisions of the standard sought to be amended.
- D. **Procedures.**

1. **Pre-Application Meeting.** If a pre-application meeting is required or requested it shall follow the process detailed in **Section #####** (Pre-Application Meetings).
2. **Application Submittal and Acceptance.** Application submittal and acceptance shall follow the standards and process established in **Section #####**.
3. **Community Development Director Review.** Once the application is accepted, the **Community Development Director or their designee** shall:
 - a. Refer the application to appropriate City Departments for review and comment,
 - b. Prepare a report and recommendation on the application, based on the comments received from the referred to City Departments, and
 - c. Schedule the Plan Commission meeting for review and recommendation.
4. **Plan Commission Meeting and Recommendation.** The Plan Commission shall conduct a public meeting on the application; review and discuss the application, **Community Development Director or their designee's** report, and public comment received; and recommend the Common Council either:
 - a. Approve the Zoning Code Text Amendment as presented,
 - b. Approve the Zoning Code Text Amendment with revisions, or
 - c. Deny the Amendment.
5. **Common Council Hearing and Decision.** The Common Council shall conduct a public hearing on the application; review the application, the **Community Development Director or their designee's** report, the recommendation of the Plan Commission and public comment received and either:
 - a. Approve the Zoning Code Text Amendment as presented,
 - b. Approve the Zoning Code Text Amendment with revisions,
 - c. Refer the Zoning Code Text Amendment back to the Plan Commission for additional review and recommendation, or
 - d. Deny the Amendment, and direct the Community Development Director or their designee to issue a letter, detailing the decision to the applicant.

E. Review Criteria.

1. The proposed amendment aligns with the Waukesha Comprehensive Plan and any other officially adopted applicable plan or policy document.
2. The proposed amendment will result in compatible relationships between existing and future development patterns.

3. The proposed amendment will not cause substantial impairment of the health, safety, or general welfare in the applicable area or City as a whole.

F. **Effect of Decision.** After the adoption of an amendment to the Zoning Code text, or a part thereof, no approval shall be issued except in accordance with the amended text.

22.11.17. Amendments – Zoning Map

A. **Purpose.** The Zoning Map Amendment process established is established to provide a means for making changes to the standards of this Code to align with the Waukesha Comprehensive Plan.

B. **Applicability.** A Zoning Map Amendment may be initiated by the Common Council, the Plan Commission, the **Community Development Director or their designee**, or by any owner of property affected by the zoning map designation sought to be amended.

C. **Procedures.**

1. **Pre-Application Meeting.** If a pre-application meeting is required or requested it shall follow the process detailed in **Section #####** (Pre-Application Meetings).
2. **Optional Preliminary Consideration.** The applicant may elect to conduct a Preliminary Application Consideration meeting with the Common Council prior to application submittal. If the applicant elects, the following steps shall be taken.
 - a. **Preliminary Application, Submittal and Acceptance.** Preliminary application submittal and acceptance shall follow the standards and process established in **Section #####**.
 - b. **Preliminary Application, Community Development Director Review.** Once the application is accepted, the Community Development Director or their designee shall schedule the Common Council Preliminary Application Consideration meeting.
 - c. **Preliminary Application Common Council Consideration Meeting.**
 - i. At a public hearing, the applicant shall present the preliminary application in sufficient detail to broadly acquaint the Common Council with the proposal.
 - ii. The Common Council may provide the applicant with any preliminary views or concerns that they may have at a time in the process when positions are still flexible, and adjustment is still possible prior to the time when the applicant is required to expend the funds necessary to prepare the complete documentation required for a formal application.
 - iii. The Common Council may make any comments, suggestions or recommendations regarding the preliminary application deemed necessary or appropriate by that member; provided, however, that no final or binding action shall be taken with respect to any preliminary application.

- iv. Any views expressed during the Common Council Preliminary Application Consideration meeting shall be deemed to be only preliminary and advisory and only the individual views of the members expressing them. Nothing said or done during such a review shall be deemed to create, or to prejudice, any rights of the applicant or to obligate the Common Council, or any member of it, to approve or deny any formal application following full consideration thereof as required by this **Code**.
- 3. **Application Submittal and Acceptance.** Application submittal and acceptance shall follow the standards and process established in **Section #####**.
- 4. **Community Development Director Review.** Once the application is accepted, the **Community Development Director or their designee** shall:
 - a. Refer the application to appropriate City Departments for review and comment,
 - b. Prepare a report and recommendation on the application, based on the comments received from the referred to City Departments, and
 - c. Schedule the Plan Commission meeting for review and recommendation.
- 5. **Plan Commission Meeting and Recommendation.** The Plan Commission shall conduct a public meeting on the application; review and discuss the application, **Community Development Director or their designee's** report, and public comment received; and recommend the Common Council either:
 - a. Approve the Zoning Map Amendment as presented,
 - b. Approve the Zoning Map Amendment with revisions, or
 - c. Deny the Amendment.
- 6. **Common Council Meeting and Decision.** The Common Council shall conduct a public hearing on the application; review the application, the **Community Development Director or their designee's** report, the recommendation of the Plan Commission and public comment received and either:
 - a. Approve the Zoning Map Amendment as presented,
 - b. Approve the Zoning Map Amendment with revisions,
 - c. Refer the Zoning Map Amendment back to the Plan Commission for additional review and recommendation, or
 - d. Deny the Amendment, and direct the **Community Development Director or their designee** to issue a letter, detailing the decision to the applicant.

D. Review Criteria.

- 1. The proposed amendment aligns with the Waukesha Comprehensive Plan and any other officially adopted applicable plan or policy document.

2. The subject site is suitable for the uses and development allowed within the requested district.
 3. The proposed amendment will result in compatible development patterns in terms of use and scale with adjacent existing and planned future development.
 4. The proposed amendment will not generate traffic, environmental, or aesthetic concerns that would generate undue impact on adjacent properties.
 5. The proposed amendment will not cause substantial impairment of the health, safety, or general welfare in the applicable area or City as a whole.
- E. **Effect of Decision.** After the adoption of an amendment to the Zoning Map, or a part thereof, no approval shall be issued except in accordance with the amended map.

22.11.18. Enforcement

A. **Notice of Violation.**

1. Whenever the **Community Development Director or their designee determines** that a **violation of this Code exists**, that person shall issue a notice of violation.
2. Such notice shall be directed to each owner or party in interest in whose name the property appears on the local tax assessment records.
3. All notices shall be in writing and shall be served upon the person to whom they are directed personally, or in lieu of personal service may be mailed by regular mail, addressed to such owner or party in interest at the address shown on the local tax records.

B. **Inspection and Investigation.** The **Community Development Director or their designee** is authorized to conduct any lawful inspection and investigation necessary to ensure compliance with this Code.

C. **Violation Correction.** All violations shall be corrected within the period of time as specified on the notice of violation. A violation not corrected within this time period, the **Community Development Director or their designee** shall take appropriate action, as detailed below, to correct the violation and ensure compliance with this Code.

1. **Issuance of Stop Work Order.** The **Community Development Director or their designee** may issue a stop work order whenever any development subject to this Code, including a building or structure that is being constructed, demolished, renovated, altered, or repaired, is in violation of any applicable provision of this Code. The Stop Work Order shall be in writing, directed to the person doing the work, and shall state the specific work to be stopped, the specific reasons for cessation, and the action(s) necessary to lawfully resume work.
2. **Revocation of Permit or Approval.**

- a. The **Community Development Director or their designee** may revoke any permit or approval granted under this Code by written notice to the permit or approval holder, when:
 - i. False statements or misrepresentations were made in securing the permit or approval,
 - ii. Work is being or has been done in substantial departure from the approved application or plan,
 - iii. There has been a failure to comply with the requirements of this Code, or
 - iv. A permit or approval has been mistakenly granted in violation of this Code.
3. The development permit cannot be revoked if a public hearing was required to approve the development permit without following the same development review and approval process required for issuance of the development approval.
4. **Denial or Withholding of Related Permits.** The **Community Development Director or their designee** may deny or withhold a Certificate of Occupancy in accordance with the Building Code or deny or withhold any permit, approval, or other authorization under this Code to use or develop any land, structure, or improvements—until an alleged violation related to such land, use, or development is corrected and any associated civil penalty is paid.
5. **Removal of Illegal Signs.**
 - a. The City may remove any sign placed within the right-of-way of a City, County, or state-maintained street in violation of the standards in this Code.
 - b. The **Community Development Director or their designee** shall have the authority to summarily remove, abate, or remedy a sign or sign structure which the building inspector has determined to be dangerous or prejudicial to the public health or safety. The expense of such action shall be paid by the sign owner or if the sign owner cannot be ascertained by the property owner.
6. **Land Disturbance Restoration.** **The Community Development Director or their designee** may require any person who undertakes a land-disturbing activity and who fails to retain sediment generated by the activity, as required by **Section #####** to restore the waters and land affected by the failure so as to minimize the detrimental effects of the resulting pollution by sedimentation.
7. **Injunction.** **The Community Development Director or their designee** may apply to the appropriate court for a mandatory or prohibitory injunction ordering the offender to correct the unlawful condition or cease the unlawful use of the land in question.
8. **Citation.** The Community Development Director or their designee may issue citations to any person violating any provisions of this Code in accordance with **#### below.**

- D. All departments, officials, and employees of the City who are invested with the duty or authority to issue permits or licenses shall issue no permit or license for any use, structure, or purpose if the same would not conform to the provisions of this Code.
- E. Any building erected, constructed, or reconstructed in violation of the provisions hereof shall be deemed an unlawful structure, and the Community Development Director or their designee or City Attorney or other official designated by the Council may bring action to enjoin such erection, construction, or reconstruction, or cause such structure to be vacated or removed. It is unlawful to erect, construct, or reconstruct any building or structure in violation of the provisions hereof.
- F. Any person who violates any provision of this Zoning Code for which no other penalty is expressly provided shall, upon conviction, be subject to a forfeiture as established by the City's general penalty provisions or fee and forfeiture schedule, together with the costs of prosecution. In default of payment, such person may be imprisoned in the county jail for a period not to exceed 30 days. Each day that a violation of this Zoning Code continues shall constitute a separate offense.