



**City of Racine
Department of City Development**

**JOINT PLAN REVIEW TEAM
AN OVERVIEW**

PURPOSE

The Joint Plan Review Team (JPRT) was created in 2018 for the purpose of helping clarify and streamline project review and processing for both the applicant and City staff. It is the intent that through early dialogue between the applicant and the JPRT that many design and planning matters can be resolved prior to taking plans through committees, commissions and the Common Council.

The JPRT is comprised of multi-disciplinary representation so that the applicant receives a timely and broad based review. This broad based review assists staff in guiding the applicant through the often complex collection of national, state and city codes, ordinances, guidelines and standards. This review also helps in making design choices in hopes of avoid costly changes to plans, or change orders once the construction begins. Current membership on the JPRT represents expertise from Building Inspection, Economic Development, Engineering, Fire and Rescue, Health, Police, Planning, Redevelopment, Water/Waste Water Utility, and Zoning.

The review of the JPRT is not intended to serve as a plan review for purposes of permitting, nor is it intended to replace plan review by the various branches and offices of county, state or federal governments. Rather, the JPRT review is conducted to provide direction to the applicant to minimize or eliminate future conflicts while navigating the City's development process.

AUTHORIZATION

The work of the JPRT is authorized through Wisconsin State Statutes 62.23 City Planning. Local authorization is conveyed through the Municipal Code of the City of Racine, Chapter 2 Administration; Chapter 18 Buildings and Building Regulations; Chapter 50 Fire Prevention and Protection; Chapter 54 Health; Chapter 58 Historic Preservation; Chapter 70 Parks, Recreation and Cultural Services; Chapter 82 Streets, Sidewalks, and Certain Other Public Places; Chapter 86 Subdivision of Land; Chapter 94 Traffic and Vehicles; Chapter 98 Utilities; Chapter 98 Utilities; and Chapter 114 Zoning.

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CIRTERIA FOR REFERRAL TO THE JPRT

Not all development project require full-process review by the JPRT. As illustrated in the table below, of the fourteen types of projects listed, only five require full-process review. Six projects will typically only have JPRT consultation of pertinent JPRT members. Consult the table below to determine which form of review may apply to a certain project.

Be aware that the Department of City Development reserves the right to direct projects to the JPRT that my not currently require JPRT review when, due to the special charter of a project, insight from JPRT members could be beneficial to City Departments and the applicant.

In the following table, in addition to review at a JPRT meeting, two other review types are listed. Administrative reviews are conducted solely by DCD staff. Other departments may be consulted individually as needed.

A JPRT E-Review is for projects which the DCD determines there is a need to solicit comments from all members but there is no need for a full meeting of the JPRT.

CIRTERIA FOR REFERRAL: PROJECT TYPE	ADMINISTRATIVE REVIEW	JPRT E-REVIEW	JPRT MEETING
Building - Addition	X		X
Building - New Primary	X		X
Building - New Accessory	X		X
Certified Survey Map	X	X*	
Comprehensive Plan Amendment	X	X	
Conditional Use w/o building footprint or major site modifications**	X	X*	
Conditional Use w/ building footprint or major site modifications**	X		X
Façade renovation	X	X*	
Floodplain Rezoning	X	X*	
Signage	X	X*	
Subdivision	X		X
Occupancy Change	X		
Rezoning	X	X	
Use Change	X		

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**Planning staff may only request review by specific JPRT members whose areas of expertise may be impacted by the project.*

*** Major site modification includes items such as installation of refueling islands, driveway additions or closures, changes in zoning classifications.*

THE PROCESS

Diagrams and charts outlining this process can be found of pages 9, 10 and 11 of this document. The following text serves as a detailed accounting of the JPRT process illustrated in the diagrams charts.

A pre-submittal meeting with Department of City Development staff is required to be scheduled by the applicant. The basic purpose of the pre-submittal meeting is to determine the proposals permissibility, probable course of actions, reviews and approvals. The meeting may include other department reps. (i.e. Redevelopment, Economic Development, Housing & Community Development, Building & Zoning, Engineering, Public Works, Police, Fire, Park & Rec, Health, Clerks Office, Finance, others).

During the pre-submittal process DCD staff will also review with the applicant potential project timelines. Doing so will aid the applicant in timing plan development, acquisition timing, project bidding and construction schedule development. Staff will be better able to plan work flows and meeting deadlines.

During the pre-submittal meeting the applicant receives from staff the application forms associated with the specific project type. Staff then reviews the application and submittal requirements with the applicant. During the pre-submittal meeting, a submittal deadline may be established to create a basis for charting out a scenario for the project's review and approval. Depending on the complexity of the project, the complete process can take between 19 to 65 days. If the project involves an amendment to the City's comprehensive plan, it can be anticipate that, at least, an additional 90 days of review time will be necessary.

Submittal format. Complete application and supporting documents must be submitted in the form of 2 paper copies of plan sheets measuring 24 inches X 36 inches (if applicable), 2 paper copies of the plan sheets measuring 11 inches X 17 inches, and one thumb/zip drive with all applications, plans and supporting materials in electronic format (PDF, JPEG). Subject to size, electronic files may also be submitted via e-mail or drop box. The Department of City Development reviews plans in paper format and distributes plans to other departments in electronic format.

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Material and color samples may be required to be submitted to the DCD staff as part of the review. Samples may be seen by DCD staff or JPRT members as being crucial to a thorough review and understanding of a project.

Day 1 of the process is the submittal deadline. On this day the applicant submits all completed application forms accompanied by any supporting documentation and fees to DCD staff in Room 102 at City Hall. Meeting with staff is optional but recommended as at this point staff can review the submittals with the applicant present and immediately inform the applicant of any deficiencies.

If materials are incomplete then resubmittal may be required. Along with a copy of completed punch list, the applicant will have handed back to them any plans and payment for their future resubmittal. The punch list will indicate which additional information is necessary for a complete application submittal.

If plans are complete, the applicant's payment will be receipted and the applicant will receive a copy of the completed check list and a preliminary processing time-line.

Day 5 of the process is comprised of DCD staff making a final determination as to the completeness of the submittal. If found to be complete staff will enter all submittal materials into a project specific file in the CityWorks information management system. Submittals are then electronically distributed to all JPRT members and the date for the JPRT meeting is confirmed.

JPRT members can now begin their review of the submittals and enter their comments into project specific CityWorks file. JPRT members' comments will address areas of concern or needed correction to plans and specification, and also cite the supporting ordinance or code reference numbers.

Day 8 of the process involves two tasks. The first task is a meeting of all members of the JPRT. Members meet to collectively review and discuss the submittal and other JPRT member comments. During the meeting, JPRT members may make adjustments to their comments based on other JPRT members' input or a further understanding of the project. Through this discussion, JPRT members will determine the level of compliance to codes and ordinances, and the potential impacts on other department's recommendations. Members will reach consensus on a course of action: which committee, commission, or council meetings are necessary for

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review and approval (CPC, DPW, PRCS, Finance, DADRC, LPC, etc.) or any permits necessary once approved (building, electrical, plumbing, health, hold harmless, etc.).

JPRT members will also determine if any outstanding violations or orders exist for the property and identify appropriate methods to address them given the nature of the proposed project. The second task is for DCD staff to finalize JPRT members' comments, finalize the review letter and forward it to the applicant.

Day 15 of the process marks the date on which the applicant's responses to JPRT comments is due to be submitted to DCD staff. On this date, any updated or corrected plans and specification will be submitted by the applicant. DCD staff will review the plan updates and corrections to determine responsiveness to the JPRT comments. If necessary, staff will consult with individual JPRT members to insure that member comments and concerns have been satisfactorily addressed.

Day 19 of the process, if up-dates and corrections are determined to be non-responsive, additional corrections or clarifications will be needed from the applicant and plans re-submitted. DCD staff will inform the applicant and request re-submittals. If up-dates and corrections are determined to be responsive to JPRT member comments, staff will inform the applicant and advise them of the next steps.

If the project only requires administrative review, at this point the review is complete and the applicant can proceed to work with DCD staff to fulfill any conditions of approval, and with the Building Inspection Division on the permitting process.

If the project requires Plan Commission or Common Council action, the next step is for DCD staff to provide the applicant all appropriate application materials and again advised the applicant of the continuing review time line. The applicant takes this time to prepare supporting information for their application to the Plan Commission.

Once submitted, if the application and submittals are determined by DCD staff to be complete, DCD Staff places the project on a Plan Commission agenda, prepares and distributes any necessary public hearing notices, prepares a DCD Staff report to the Commission, and prepares the Plan Commission Agenda.

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The types of projects that may require Plan Commission and/or Common Council review and approvals are those which entail site and building plan review for through-lot developments, conditional use permits, rezonings related to new construction, planned unit developments, flex developments, subdivision plats, and major amendments to any of the previously mentioned project types.

Day 35 of the process marks the date of the projects review by the Plan Commission. If the project requires review only by the Plan Commission, following the action of the Commission, DCD staff will prepare a letter to the applicant informing them of the Commission's action. At this point the review is complete and the next step is for the applicant to work with the Building Inspection Division on the permitting process, and with DCD staff on addressing any conditions of approval.

If, by the Zoning Ordinance, the project is one which requires a public hearing at the Plan Commission, the Commission will conduct the hearing on this date. Projects that have public hearings before the Commission are typically those related to conditional use permits and rezonings.

If a conditional use permit is related to a rezoning, the Commission may defer action on the conditional use permit until the proposed official rezoning ordinance is received from the Common Council for the Commissions review and recommendation.

If based on the nature of the project the Plan Commission is only a recommending body, the submittal will be forwarded to the Common Council for action.

Day 41 of the process marks the date of the Common Council's review of the Plan Commission recommendation. If the Council is considering a project as a conditional use permit, certified survey map or subdivision plat, the Council action on this day will be final and, following the meeting, DCD staff will notify the applicant in writing of the Council's action. At this point the review is complete and the next step is for the applicant to work with the Building Inspection Division on the permitting process, and with DCD staff on addressing any conditions of approval.

If the conditional use permit is related to a rezoning, action on the conditional use permit will be deferred until the rezoning process is completed; typically at the next meeting of the Common Council.

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If the Council is considering a project in need of a rezoning, the Council will consider the proposed ordinance language advanced to them by the Plan Commission, create an official ordinance, establish a date for a rezoning public hearing, and refer the official ordinance back to the Plan Commission for a final recommendation.

Day 56 of the process brings the rezoning matter back to the Plan Commission as the official ordinance. On this day the Commission will conduct a review of the content of the proposed official ordinance and make a final recommendation to the Common Council.

Day 62 of the process represents the final date of action for rezoning matters. On this day the Common Council will conduct the statutory public hearing and then take final action on the proposed rezoning. Delayed actions on conditional use permits related to/because of the rezoning will also be taken up on this date.

Day 65 of the process. Once the Council takes its final action, DCD staff will issue to the applicant a final action letter. At this point the review is complete and the next step is for the applicant to proceed in working with DCD Staff to fulfil any conditions of approval, and with the Building Inspection Division on the permitting process.

EXPECTATIONS AND PARAMETERS

As with all programs there needs to be a basic understanding between all participants regarding the expectations and parameters of a program or process. To those ends all should be aware that:

1. When considering or implementing a project in the City of Racine always consult Department of City Development Staff before submitting applications and supporting materials for a desired project.
2. The Department of City Development reserves the right to direct projects to the JPRT that may not currently require JPRT review. When due to the special charter of a project, review and comment from the JPRT could be beneficial to City Departments and the applicant.
3. The efficient application of the process outlined in this document is contingent upon the completeness of the submittal packet provided to Department of City Development Staff for review and processing.
4. The efficient application of process outlined in this document is contingent on the responsiveness and timeliness of City staff and the applicant in addressing plan deficiencies, required changes and corrections to plans as directed by the JPRT.
5. The indicated JPRT, Commission or Council meetings may at times be subject to cancellation due to circumstances beyond DCD staff's control.

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6. The review times described in this document represent those for a project of average complexity. One should anticipate adding days for more complex projects and, potentially, subtracting days for less complex projects.
7. Future changes in ordinances, guidelines, standards and plans may increase the amount of time required for a review.
8. The City of Racine is not in control of review processes for outside agencies of the county, state or federal government's.
9. The completion of the JPRT and Commission/Council review process is not a substitute for all proper permitting but a means by which to navigate the permitting process more smoothly.
10. Add at least 90 days to the submittal processing time if an amendment to the City's Comprehensive Land Use Plan Map is being requested in conjunction with the project submittal.

IN SUMMARY

To re-iterate, the Joint Plan Review Team (JPRT) was created for the purpose of helping clarify and streamline project review and processing for both the applicant and City staff. It is the intent that through early dialogue between the applicant and the JPRT that many design and planning matters can be resolved prior to taking plans through committees, commissions, Common Council, and the permitting process..

ADMINISTRATION & CONTACT INFORMATION

In general, the Department of City Development, Divisions of Planning and Redevelopment (DCD) act as the process administrators for the JPRT. The DCD can be contacted at the addresses listed below:

Department of City Development, City Hall, Room 102
 730 Washington Avenue
 Racine, WI 53403
 (262)636-9151
buildup@cityofracine.org

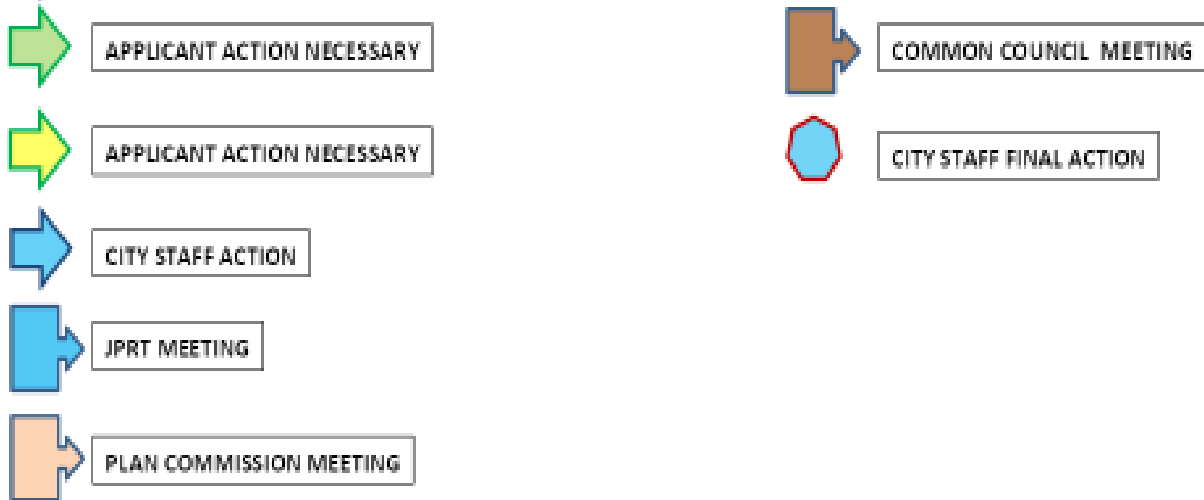
For process or project-specific questions ask for:

Matthew G. Sadowski, MUP, AICP	Jeffery Hintz, MUP, CNU
Assistant Director/Principal Planner	Associate Planner
(262)636-9152	(262)636-9473
matthew.sadowski@cityofracine.org	Jeffery.hintz@cityofracine.org

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SAMPLE REVIEW PROCESS

April							May							June						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	



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**** PLEASE NOTE: Be sure to confirm your plan review process schedule with the Planning Division of the Department of City Development. ****

Pre-Submit meeting	Submittal Deadline (Meeting Optional. Recommended for large projects)	Complete Submission Verified and Distributed on City Works By...	Meeting of JPRT (Letter to Applicant Sent) (2nd & 4th Thursday)	Applicant's Response/Plan Revisions Due	Applicant Notified of Compliance Level	Continue if Commission or Council Action Needed	Plan Commission Introduction (& Public Hearing?)	Common Council Intro (CPC Action Letter)	Plan Commission Recommendation	Common Council (Hearing & Action)	Applicant Notified (CC Action Letter)
	Day 1	Day 5	Day 8	Day 15	Day 19		Day 35	Day 41	Day 56	Day 62	Day 65
	Apr 5	Apr 9	Apr 12	Apr 19	Apr 23		May 9	May 15	May 30	Jun 5	Jun 8
	Apr 19	Apr 23	Apr 26	May 10	May 14		May 30	Jun 5	Jun 13	Jun 19	Jul 22
	May 3	May 7	May 10	May 24	May 28		Jun 13	Jun 19	Jun 27	Jul 3	Jul 6
	May 24	May 28	May 31	Jun 14	Jun 18		Jun 27	Jul 3	Jul 11	Jul 17	Jul 21
	Jun 7	Jun 11	Jun 14	Jun 28	Jul 2		Jul 11	Jul 17	Jul 25	Aug 7	Aug 10
	Jun 21	Jun 25	Jun 28	Jul 12	Jul 16		Jul 25	Aug 7	Aug 29	Sep 4	Sep 7
	Jul 5	Jul 9	Jul 12	Jul 26	Jul 30		Aug 8	Aug 21	Aug 29	Sep 4	Sep 7
	Jul 19	Jul 23	Jul 26	Aug 9	Aug 13		Aug 29	Sep 4	Sep 12	Sep 18	Sep 21
	Aug 2	Aug 6	Aug 9	Aug 23	Aug 27		Sep 12	Sep 18	Sep 26	Oct 2	Oct 5
	Aug 16	Aug 20	Aug 23	Sep 6	Sep 10		Sep 26	Oct 2	Oct 10	Oct 16	Oct 19
	Sep 6	Sep 10	Sep 13	Sep 27	Sep 30		Oct 10	Oct 16	Oct 31	Nov 6	Nov 9
	Sep 20	Sep 24	Sep 27	Oct 11	Oct 15		Oct 31	Nov 6	Nov 14	Nov 20	Nov 23
	Oct 4	Oct 8	Oct 11	Oct 25	Oct 29		Nov 14	Nov 20	Nov 28	Dec 4	Dec 7
	Oct 18	Oct 22	Oct 25	Nov 8	Nov 12		Nov 28	Dec 4	Dec 12	Dec 18	Dec 21
	Nov 1	Nov 5	Nov 8	Nov 22	Nov 26		Dec 12	Dec 18	Dec 26	Jan 1	Jan 4
	Nov 15	Nov 19	Nov 22	Dec 6	Dec 10		Dec 26	Jan 1	Jan 9	Jan 15	Jan 18
	Dec 6	Dec 10	Dec 13	Dec 20	Dec 24		Jan 9	Jan 15	Jan 30	Feb 5	Feb 8
	Dec 20	Dec 24	Dec 27	Jan 10	Jan 14		Jan 30	Feb 5	Feb 13	Feb 19	Feb 22
	Jan 3	Jan 7	Jan 10	Jan 24	Jan 28		Feb 13	Feb 19	Feb 27	Mar 5	Mar 8
	Jan 17	Jan 21	Jan 24	Feb 7	Feb 11		Feb 27	Mar 5	Mar 13	Mar 19	Mar 22
	Feb 7	Feb 11	Feb 14	Feb 28	Mar 4		Mar 13	Mar 19	Mar 27	Apr 2	Apr 5
	Feb 21	Feb 25	Feb 28	Mar 14	Mar 18		Mar 27	Apr 2	Apr 10	Apr 16	Apr 19
	Mar 7	Mar 11	Mar 14	Mar 28	Apr 1		Apr 10	Apr 16	Apr 24	May 7	May 10
	Mar 21	Mar 25	Mar 28	Apr 11	Apr 15		Apr 24	May 7	May 8	May 21	May 24
	Apr 4	Apr 8	Apr 11	Apr 25	Apr 29		May 8	May 21	May 29	Jun 4	Jun 7

Continue if Commission or Council Action Needed