



2021 DEVELOPMENT REVIEW SCHEDULE

Until further notice, all meetings are conducted virtually via Cisco WebEx. All applicants receive an invite and the public may attend via phone or contacting City Development to receive an invitation. Common Council Meetings are streamed on Facebook Live, search City of Racine on the Lake.

REGULAR MEETING DATES AND TIMES:

Planning Heritage & Design Commission (PHDC): *Second and/or fourth Wednesday* monthly, 4:30 p.m.

Board of Zoning and Building Appeals (BZBA): Second Wednesday of each month (as needed) at the adjournment of PHDC

Common Council: First and third Tuesday of each month, 7:00 p.m.

Community Development Authority: First Thursday of each month, 6:00 p.m.

PRE-SUBMITTAL CONFERENCE REQUIRED:

For all applications, a pre-submittal conference is required. Contact the Department of City Development, Division of Planning at 262-636-9151 to speak with a staff member by phone, or by email:

Michelle Cook, Administrative Assistant, Michelle.Cook@cityofracine.org

Matthew G. Sadowski, Planning Manager/Principal Planner, Matthew.Sadowski@cityofracine.org

Jeff Hintz, Associate Planner, Jeff.Hintz@cityofracine.org

2021 FEE STRUCTURE

All fees are adopted as part of the City's Operating Budget and are required to be paid when turning in a completed application for consideration. All fees are nonrefundable once an application has been processed for consideration. Fees can be paid with exact cash or check only.

Application Type	Required Fee (in US Dollars)	Final Review Body
Preliminary Subdivision Plat	300.00 + 15.00 per parcel	Common Council
Final Subdivision Plat	200.00 + 15.00 per parcel	Common Council
Certified Survey Map	170.00 + 50.00 per parcel	Common Council
New Conditional Use Permit or Major Amendment	795.00	Common Council
Conditional Use Permit – Minor Amendment	400.00	PHDC
Transfer of Existing Conditional Use Permit Same use and same parcel, different owner (not hotel)	150.00	City Development
Conditional Use Permit – Remedy for noncompliance after the fact	1,445.00	Common Council
Rezoning	830.00	Common Council
Comprehensive Plan Amendment	945.00	Common Council
Administrative Review and Access Corridor Review	150.00	City Development
Variance	400.00	BZBA
Design or Historic Review	No Fee	PHDC

Application Deadline	Verification of Complete Application	Review and Comment by Joint Plan Review Team (JPRT)	Public Notices Sent	Corrections or Modifications to Plans Due	Distribution of PHDC Agenda & Recommendations	Planning Heritage and Design Commission Consideration*^	Common Council Consideration
December 14	December 21	December 28	December 30	January 4	January 8	January 13	January 19
December 28	January 4	January 11	January 15	January 18	January 22	January 27	February 2
January 11	January 18	January 25	January 29	February 1	February 5	February 10	February 17
January 25	February 1	February 8	February 12	February 15	February 19	February 24	March 2
February 8	February 15	February 22	February 26	March 1	March 5	March 10	March 16
February 22	March 1	March 8	March 12	March 15	March 19	March 24	April 20
March 15	March 22	March 29	April 2	April 5	April 9	April 14	April 20
March 29	April 5	April 12	April 16	April 19	April 23	April 28	May 4
April 12	April 19	April 26	April 30	May 3	May 7	May 12	May 18
April 26	May 3	May 10	May 14	May 17	May 21	May 26	June 1
May 10	May 17	May 24	May 28	May 31	June 4	June 9	July 6
May 24	May 31	June 7	June 11	June 14	June 18	June 23	July 6
June 14	June 21	June 28	July 2	July 5	July 9	July 14	August 17
June 28	July 5	July 12	July 16	July 19	July 23	July 28	August 17
July 12	July 19	July 26	July 30	August 2	August 6	August 11	August 17
July 26	August 2	August 9	August 13	August 16	August 20	August 25	September 7
August 9	August 16	August 23	August 27	August 30	September 3	September 8	September 21
August 23	August 30	September 6	September 10	September 13	September 17	September 22	October 5
September 13	September 20	September 27	October 1	October 4	October 8	October 13	October 19
September 27	October 4	October 11	October 15	October 18	October 22	October 27	November 2
October 11	October 18	October 25	October 29	November 1	November 5	November 10	November 16
October 25	November 1	November 8	November 12	November 15	November 19	November 24	December 7
November 8	November 15	November 22	November 26	November 29	December 3	December 8	January 18, 2022
November 22	November 29	December 6	December 10	December 13	December 17	December 22	January 18, 2022
December 13	December 20	December 27	December 31	January 3, 2022	January 7, 2022	January 12, 2022	January 18, 2022

Comprehensive Plan Amendments will require a unique timeline, taking no more than 12 weeks; applicants will receive a draft timeline when applying.

***Design Review and façade grant applications have an application deadline of two (2) weeks prior to the PHDC Meeting**

^Variance Applications have the same schedule as the PHDC, but the Board of Zoning and Building Appeals ONLY meets the second Wednesday of the month

Application Materials can be found at: <https://www.buildupracine.org/business-tools/planning/>

Yellow dates the meetings may be cancelled or rescheduled due to holiday. **Green dates** fall on holidays and deadlines will be the following day.