

DEVELOPMENT PROCESS OSHKOSH AVIATION BUSINESS PARK AT WITTMAN REGIONAL AIRPORT

Document Prepared by Elizabeth Hartman, under subcontract with the City of Oshkosh

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Development at the Oshkosh Aviation Business Park – What You Need to Know December 2015

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Definitions

Agreement for Purchase and Sale of Vacant Land – This is the contract you and the City of Oshkosh will execute if you are purchasing City-owned property in the Oshkosh Aviation Business Park (east side of AeroInnovate Way).

City of Oshkosh Inspection Services Division (“Inspection Services Division”) – Inspection Services Division issues building permits and occupancy certificates as outlined on page 9.

City of Oshkosh Planning Services Department (“Planning Department”) – Where you start to obtain approval of your site and building plans.

City of Oshkosh Site Plan Review Committee (“Site Plan Review Committee”) - This Committee will review your site and building plans and once approved, will pass on to Inspection Services Division.

Covenants and Restrictions Regarding Oshkosh Aviation Business Park at Wittman Regional Airport (“Oshkosh Aviation Business Park Covenants”) - These are covenants specific to the Oshkosh Aviation Business Park. In many cases, the requirements are the same as the underlying City of Oshkosh Zoning Ordinance and Winnebago County Airport Zoning Ordinance and in some cases there are additional requirements due to the purpose of this park to encourage aviation related business development.

Development Planning Handbook, City of Oshkosh (“City Development Handbook”) - This document outlines all of the various departments and procedures related to development. We have outlined the main processes that will apply to construction activities in the Oshkosh Aviation Business Park here but you may want to refer to the City Development Handbook for additional information.

Greater Oshkosh Economic Development Corporation (“Greater Oshkosh EDC”) – This is the economic development organization serving the Oshkosh area. This is a resource that can help you at any stage of your development project.

Greater Oshkosh Economic Development Corporation Industrial Development Committee (“Industrial Park Committee”) – The Industrial Park Development Committee will review your proposed use and location of your business in the Oshkosh Aviation Business Park. This Committee also considers special exceptions to the Covenants, as outlined on page 10.

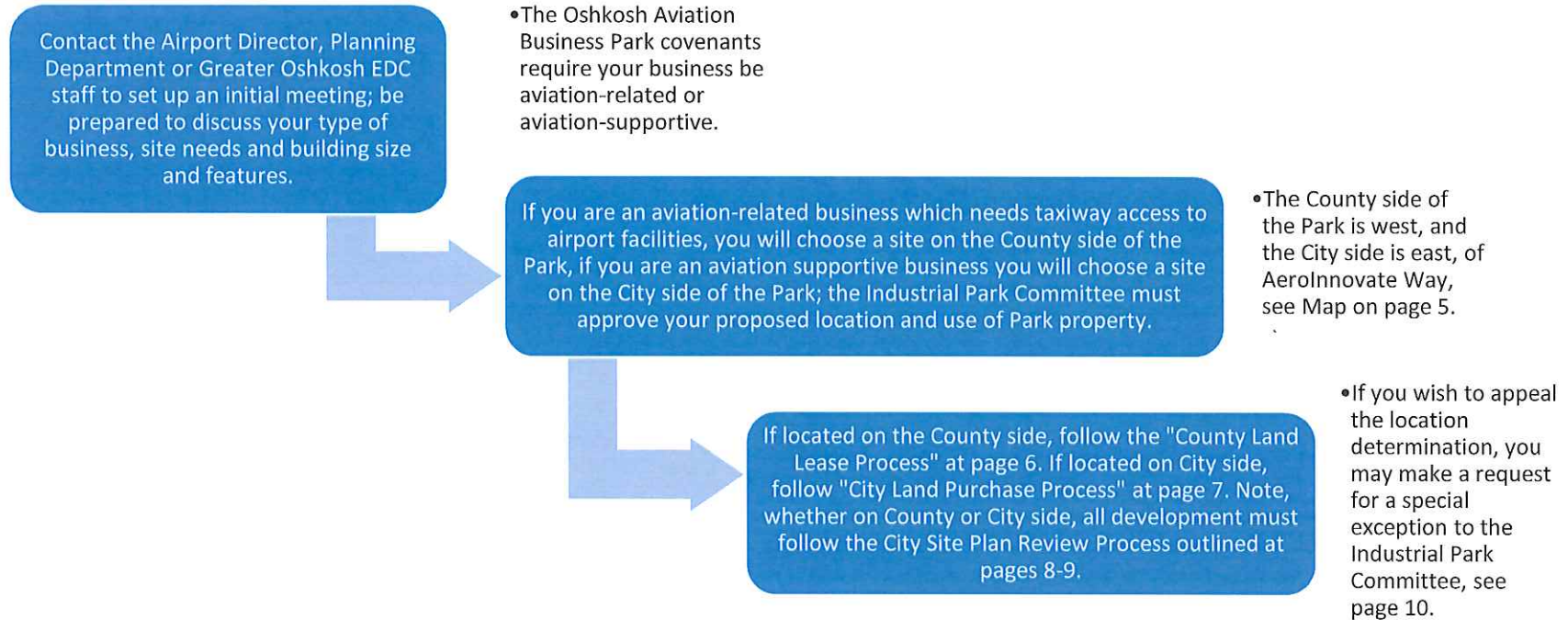
Ground Lease – This is the document you and Winnebago County will execute if you are leasing County-owned land in the Oshkosh Aviation Business Park (west side of AeroInnovate Way).

Minimum Standards for Commercial Aeronautical Activities – These standards apply to fixed base operators and specialized aviation service operations. If you are located in the Oshkosh Aviation Business Park, these standards likely apply to you. They are designed to promote safety and the economic health of Airport businesses, and encourage high quality products, services and facilities to Airport users.

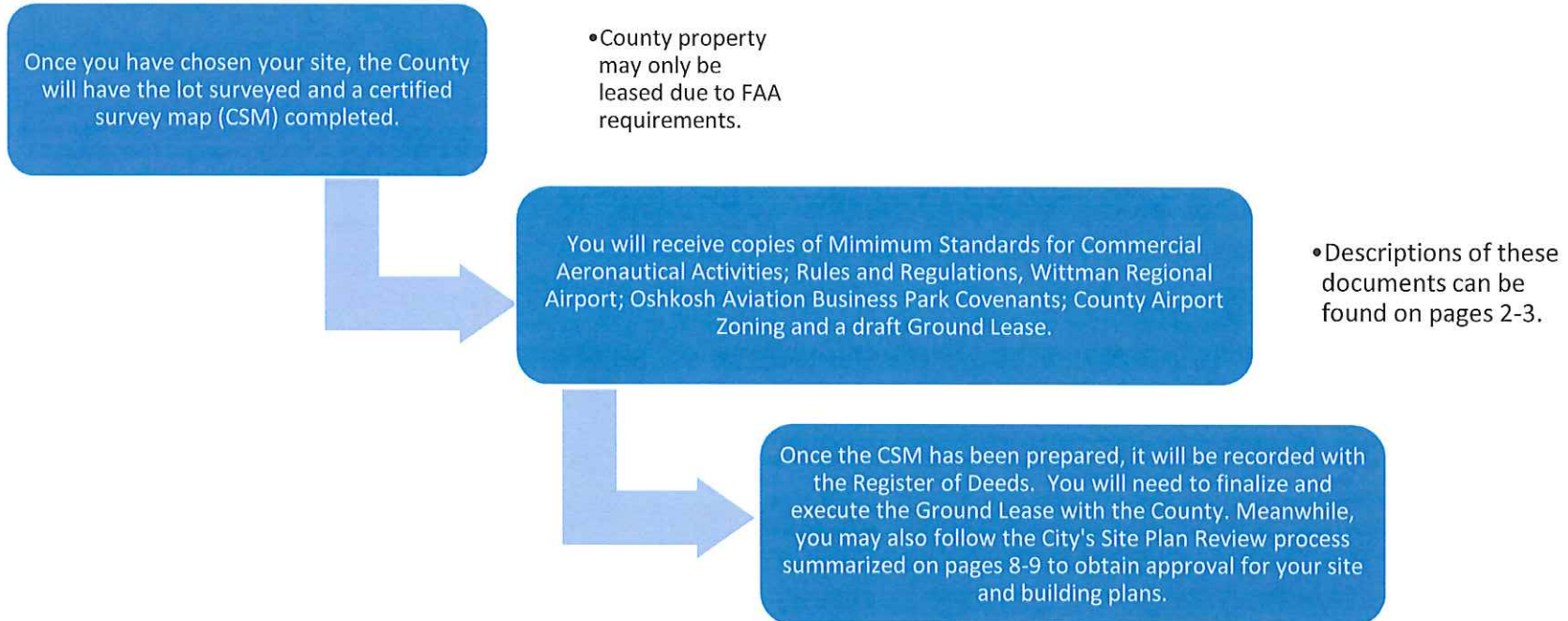
Rules and Regulations, Wittman Regional Airport - These are rules to ensure safe and efficient operation of the Airport and relate to such things as motor vehicle traffic and aircraft operations.

Town/County Zoning Ordinance 17.24, Winnebago County – Airport Zoning District (Air) (Overlay) (“County Airport Zoning”) - This is the County ordinance specific to the Airport and deals with such things as height limitations, noise, glare and the like that are of importance to Airport operations. The Oshkosh Aviation Business Park is located in Air-3.

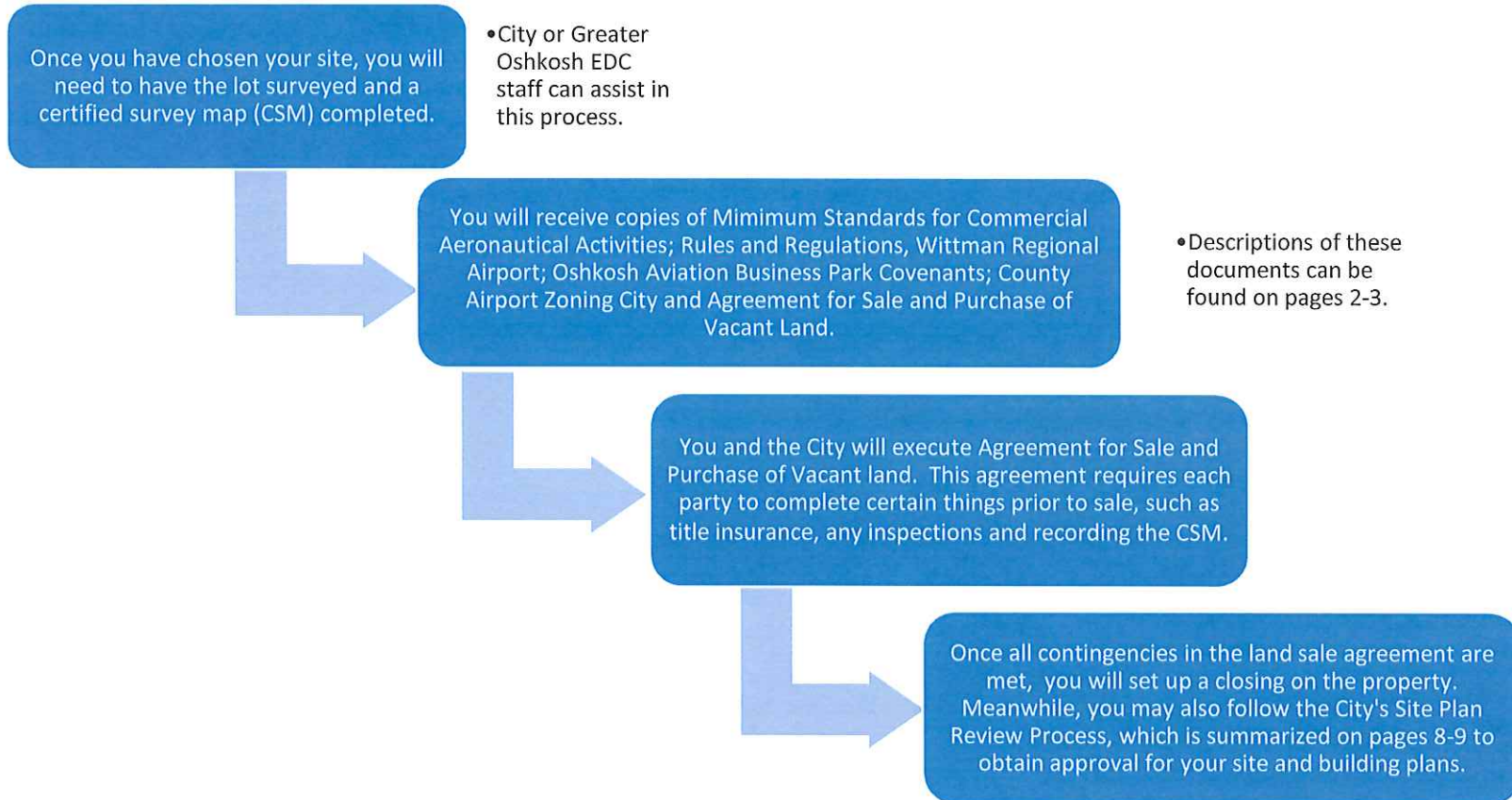
Getting Started



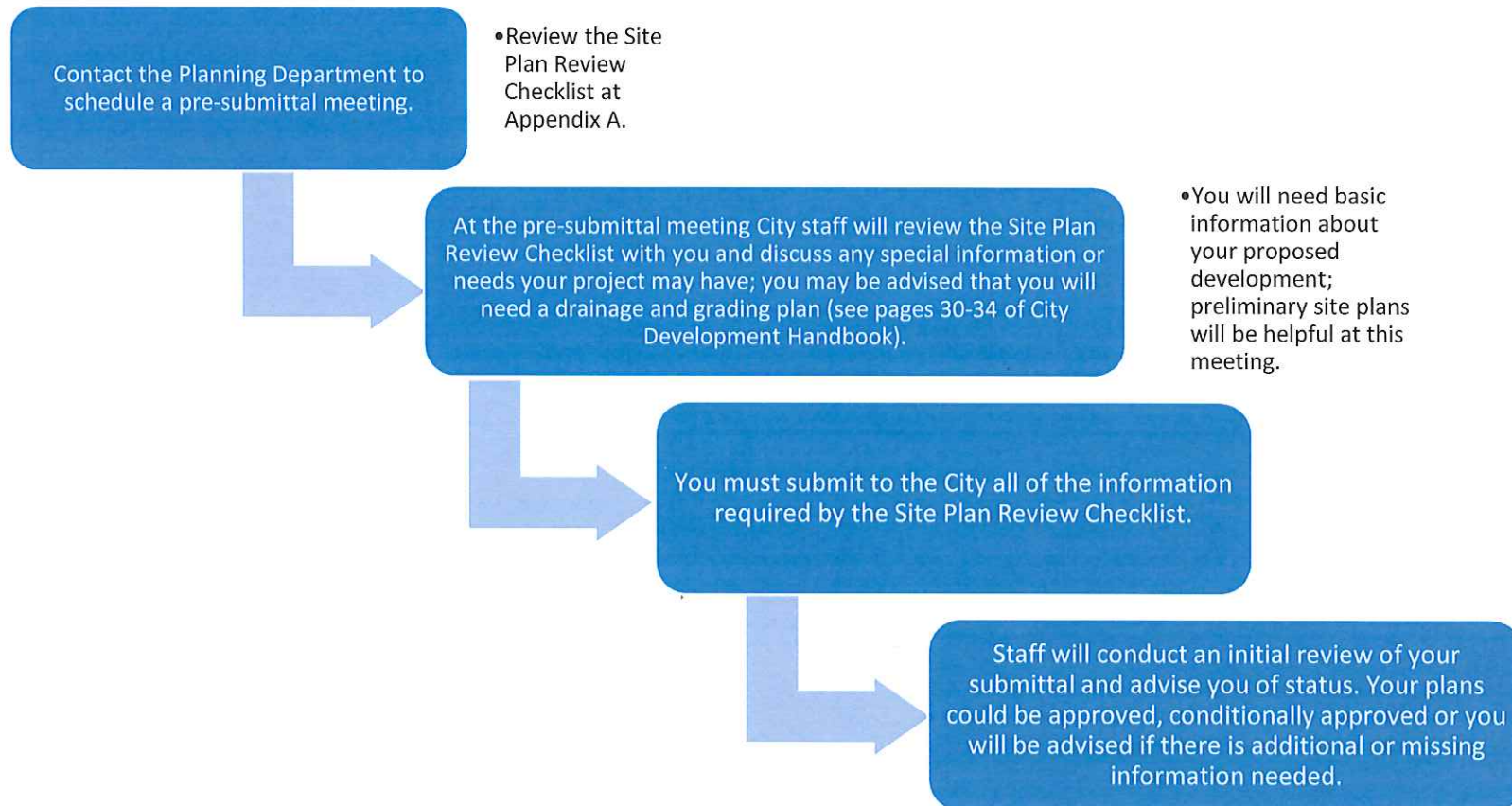
County Land Lease Process



City Land Purchase Process



Site/Building Plan Review Process, see also pages 42-46 of City Development Handbook



Site/Building Plan Review/Building Permit Process, continued

Once your site and building plans have been approved, City staff will forward to the Inspection Services Division, which must issue a Certificate of Occupancy before you may occupy the building.

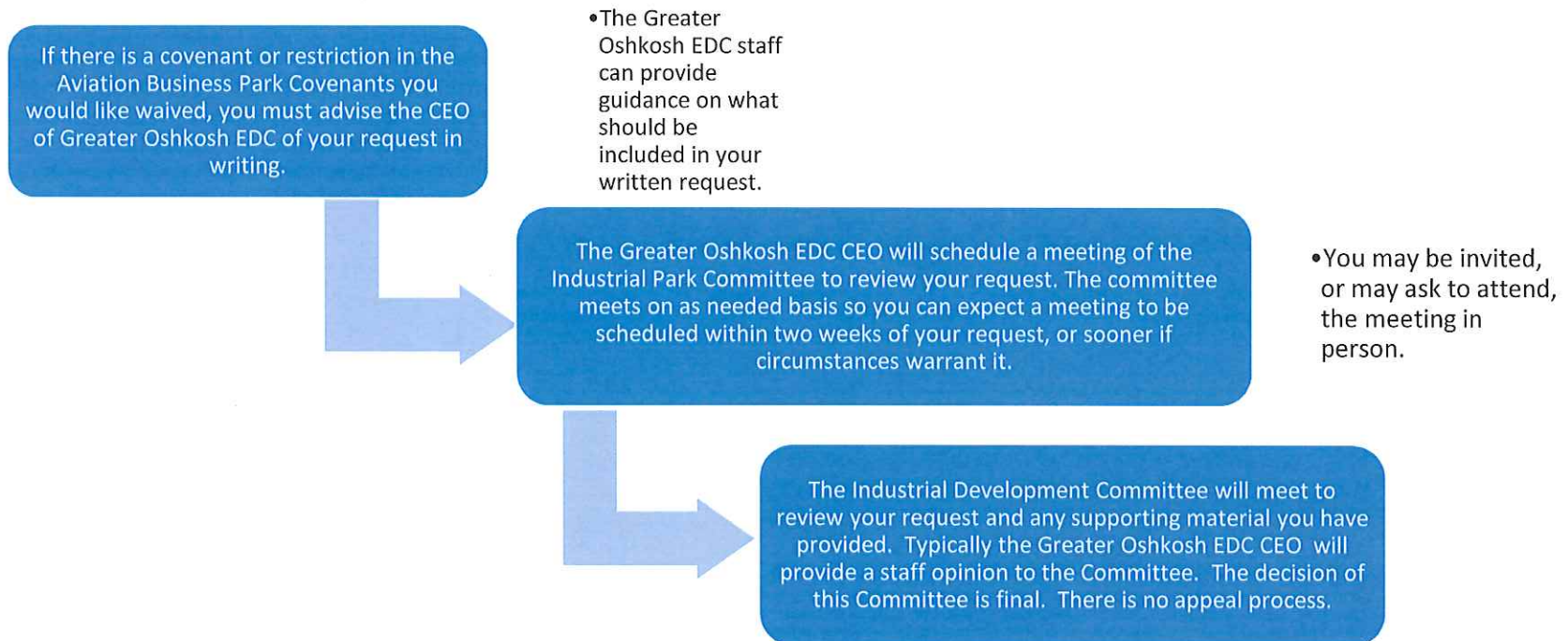
- The approval may still contain certain requirements that must be met prior to occupancy.

Inspection Services Division is also the City department which issues building permits. Once you have site and building plan approval, you may seek a building permit from Inspection Services Division, then you may begin construction.

- Note that the Aviation Business Park Covenants require you to commence construction within one year of leasing or purchasing Park property.

During the construction process, Inspection Services Division will conduct regular inspections. Once construction is complete, you have passed all inspections and all requirements of your site and building plans are met, Inspection Services will issue a Certificate of Occupancy.

Aviation Business Park - Special Exceptions Request Process



SITE PLAN REVIEW

WHAT IS PLANNING & ZONING SITE PLAN REVIEW?

Site plan review is the process of reviewing development activity by the City of Oshkosh's Planning Services Division and Zoning Administrator. The detailed information requested is necessary to help ensure compliance with the City's Zoning Ordinance prior to site preparation, development or expansion, and building permit approval. Complete submissions will help to ensure prompt review and approval as early as possible.

DOES MY PROJECT REQUIRE SITE PLAN REVIEW?

All structures requiring a building permit are reviewed for compliance with the City's Zoning Ordinance. These include new developments and additions or expansions of existing developments. Depending on the extent or type of your project, it may need to be reviewed for grading and drainage and access control as well.

HOW DO I GET STARTED?

A site plan review checklist has been developed to assist you in preparing your plans to obtain a building permit. The information requested in the checklist will help to ensure prompt review of your project. While a pre-submittal meeting is not required, it is recommended. Please call the Planning Services Division to schedule an appointment prior to filing your plans.

The site plan review checklist is provided later in this chapter. A digital copy of the checklist is available on the City's website at the following link:

http://www.ci.oshkosh.wi.us/Community_Development/pdf/Site_Plan_Review_Checklist.pdf

WHAT HAPPENS AFTER I SUBMIT MY PLANS?

When the Planning Office receives a complete submittal, the submittal is set aside for review and comment. After this initial review, written comments are prepared and forwarded to the petitioner informing them of the review status of their project. At this point your project may be approved, conditionally approved, or placed on hold until such time as the additional information or outstanding issues are addressed. If required, the petitioner may have to submit a revised site plan for review.

WHAT IS THE FINAL ACTION?

When all the requirements have been met and all outstanding issues addressed, the Site Plan will be approved (possibly with conditions) and forwarded to the Inspection Services Division.

WHEN CAN I OCCUPY?

In order to occupy a building or structure a Certificate of Occupancy is required. This Certificate is granted through the Inspection Services Division and cannot be issued until all requirements of the Site Plan approval have been met.

WHAT OTHER DEPARTMENT APPROVALS ARE TYPICALLY REQUIRED?

In addition to submitting your building plans to Inspection Services, the Department of Public Works may require a grading and drainage plan. Approval of this plan must be granted prior to permit issuance. Please contact the Department of Public Works for more information.

Site Plan Review and Landscape Plan Checklists

QUESTIONS ON REGULATIONS:

CITY OF OSHKOSH

DEPT. OF COMMUNITY DEVELOPMENT

PLANNING SERVICES DIVISION

OFFICE HOURS: 8 AM - 4:30 PM

PHONE: (920) 236-5059

Website: www.ci.oshkosh.wi.us/Community_Development/Planning.htm

The Site/Development Plan and Landscape Plan checklists have been developed to assist applicants in preparing their projects for submission to the City for review. The checklists should be used when requesting site and development plan approvals or landscaping reviews. The detailed information requested is necessary to help ensure compliance with the City's Zoning Ordinance prior to site preparation and development. Complete submissions will help to ensure prompt review and approval as early as possible.

Required Submittals

Applicants are required to submit the following:

- **Landscape Plan** (two copies)
- **Site/Development Plan** (two copies)

The **landscape plan** should show all existing trees and mature vegetation that will be kept and material that will be removed in addition to proposed planting for the site. The plan is to include a list of all plant material to be installed, the planting condition, size of plants at planting and mulch treatment. For further information, please reference the City's Zoning Ordinance for landscaping requirements.

The **site/development plan** for the affected property(ies) should show the existing and proposed conditions of the lot, including topography, vegetation, drainage, floodplains, wetlands, and waterways; landscaping and open spaces; walkways; means of ingress and egress; vehicle circulation, truck turning and maneuvering areas; utility services; structures and buildings; signage; exterior lighting; berms; buffers; screening devices and surrounding development. The building elevations should depict construction materials, colors, mechanical equipment location, and other architectural treatments. The scale of the site plan should be no greater than one inch equals sixty feet (1:60). Planning Services Division staff may require additional information.

The following checklists should be used in determining the completeness of your application and submitted along with your application materials. **All boxes should be checked at application submittal indicating the information has been addressed.** If an item from the list is not applicable or is unknown at the time of application please identify with an N/A next to the item. Incomplete information may lead to delays in approval or denial of proposed projects.

Design Standards & Checklists

Petitioner _____	Owner _____
Location/Address Project _____	
Type of Use (if multiple uses, list): _____	
Size of new structure or addition in gross square feet: _____	
Total occupancy/building capacity: _____	
Building height measured from grade to highest point in feet: _____	
Number of floors/stories: _____	
Project Site coverage:	Building _____ sq.ft. _____ %
	Paving _____ sq.ft. _____ %
	Landscaping _____ sq.ft. _____ %
	Other _____ sq.ft. _____ %
Exterior Building Materials:	
Front Elevation:	_____
Left Elevation:	_____
Right Elevation:	_____
Rear Elevation:	_____
Total number of off-street parking spaces required: _____	
Total number of off-street parking spaces provided: _____	
Number of Employees (total)	_____ Employees per Shift _____
Number of seats or seating spaces (church, restaurant, theatre, etc.): _____	
Number of visitors/customers on site at busiest time (estimate) _____	
Other Occupants (specify): _____	

Site/Development Plan. A complete site plan shall include the following items:

- ☐ Two sets of full size (24" x 36" or 18" x 24") scaled and dimensioned prints of site plan and building elevations
- ☐ Two sets of reduced (8 ½" x 11 to 11" x 17") building elevations and site plan
- ☐ Title block that provides all contact information for the petitioner and/or owner, if different
- ☐ Full name and contact information of petitioner's engineers/surveyors/ architects, or other design professionals used in the plan preparation
- ☐ Date of the original plan and all revisions
- ☐ A north arrow and graphic scale. Said scale is not to be smaller than one inch equals sixty feet (1:60) unless otherwise approved by the Community Development Director or designee prior to submittal
- ☐ All property lines and existing and proposed right-of-way lines with dimensions clearly labeled
- ☐ All required building setback and offset lines
- ☐ Location, dimensions, and purpose of all existing and proposed easements including official mapping
- ☐ Existing topography with contours at one foot intervals
- ☐ Location and description of any floodplains, wetlands, or other environmentally sensitive areas impacting the site
- ☐ All existing and proposed buildings, structures, and paved areas, including building entrances, decks, drives, fences, patios, walkways and walls
- ☐ Location of all outdoor storage and refuse disposal areas and the design and materials used for construction
- ☐ Location and dimensions of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided per the requirements of Section 30-36 City of Oshkosh Zoning Ordinance
- ☐ Location and dimension of all loading and service areas on the subject property
- ☐ Height, lighting, location, type, size, and total area of all existing and proposed signage, including elevation drawings for ground and wall signs
- ☐ Design, height, illumination power, location, and orientation of all exterior lighting on the property including a photometrics plan and details of proposed exterior lighting fixtures
- ☐ Proposed topography denoting elevations and natural drainage after construction and any proposed stormwater retention/detention areas
- ☐ Location of all exterior mechanical equipment and utilities and elevations of proposed screening devices where applicable (i.e. where mechanical equipment is visible from a public street or residential use or district). Mechanical equipment includes, but is not limited to; exhaust flues, gas regulators, generators, HVAC equipment, plumbing vents, WPS electrical transformers/boxes, and panels.

Landscape Plan.

Applicant shall submit two full size and scaleable landscape plans containing the following information:

- ☐ Two full size (24" x 36") scaled and dimensioned prints of site plan
- ☐ Full name and contact information of petitioner's architect/landscape designer, or other design professionals used in the plan preparation
- ☐ Date of the original plan and all revisions
- ☐ Location and dimensions of all existing and proposed structures, driveways, free-standing electrical equipment and other utility boxes, fences, ground signs, parking lots, refuse disposal areas, right-of-way, roads, sidewalks, underground utilities, and other free-standing structural features as determined necessary by the Zoning Administrator
- ☐ Location and contours of all existing and proposed berms with one (1) foot contours including a cross section detail
- ☐ Existing and proposed topography at 1 foot contours
- ☐ Calculations of developed area and parking lot perimeter used to determine the required number of trees and shrubs (see department brochure to calculate developed area and parking lot perimeter)
- ☐ The location, size, type and name (common and botanical) of all existing plant materials on the site and designation of all trees and shrubs to be preserved and/or removed
- ☐ The location, size at planting, type, and name (common and botanical) of all proposed plant material. All plants must be drawn at the size they will achieve at maturity
- ☐ Planting bed details including mulch type and depth
- ☐ Indicate areas of required landscape screening and the purposes for which the screening is being installed (i.e. mechanical equipment screens and refuse disposal areas)
- ☐ Elevations, cross-sections and other details as determined necessary by the Zoning Administrator

I CERTIFY THE ABOVE INFORMATION IS COMPLETE. ANY MISSING INFORMATION MAY DELAY PLAN APPROVAL (please sign below)

PETITIONER SIGNATURE: _____ DATE: _____

PROJECT ADDRESS: _____

This handout is intended to provide property owners/contractors with a simplified review of code provisions relating to the topic noted. This handout may not, however, cover all requirements of the actual code provisions. For a review of the regulations that would apply to your particular site, please refer to the Zoning Ordinance itself.