

ORDINANCE NO. 637

An Ordinance of the Municipal Code of the City of Kiel Amending Chapter 17 (Zoning)

The Common Council for the City of Kiel do ordain as follows: SECTION 17.43:

Chapter 17 is hereby amended to read as follows:

17.43 Site Plan and Planned Unit Development (PUD) Submittal Requirements

(1) **STATUTORY AUTHORITY** This section is adopted pursuant to the authority granted under Wisconsin Statutes §62.23, including but not limited to §62.23(7), §62.23(7m), and §62.23(7)(am), which authorize the City to regulate land use, zoning, site planning, and planned unit developments to promote the public health, safety, morals, comfort, and general welfare.

(2) **APPLICABILITY**

(a) The requirements of this section shall apply to all applications for site plan approval, conditional use permits, zoning map amendments involving planned developments, and Planned Unit Developments (PUDs), unless specifically exempted by this chapter.

(b) Compliance with this section shall be required prior to consideration of final approval by the Plan Commission or Common Council, as applicable.

(3) **NARRATIVE STATEMENT** A written narrative statement shall be submitted describing the character of the proposed development, all intended land uses, and the operational characteristics of any business or non-residential activities associated with the development.

(4) **PROPERTY MAP** An accurate map of the subject property shall be provided showing:

(a) Existing topography; and

(b) The relationship of the property to adjacent and surrounding parcels and land uses.

(5) **GENERAL DEVELOPMENT PLAN** A general development plan shall be submitted and shall include, at a minimum, the following information in sufficient detail to allow review by the City:

(a) The size, configuration, and location of all proposed lots.

(b) The location of all existing and proposed public and private roads, sidewalks, pedestrian paths, driveways, parking and loading facilities, signage, lighting, and landscaping. All roads, parking and loading areas, and pedestrian walkways shall be constructed of hard-surface materials and shall meet all applicable specifications of the City of Kiel Public Works Department.

(c) The type, size, height, and location of all existing and proposed structures, including all required yard setbacks and separations.

(6) **STATISTICAL AND SUPPORTING DATA** Appropriate statistical data shall be submitted, including but not limited to:

(a) Total land area of the development;

(b) Residential density, where applicable;

(c) Ratios of various land uses;

(d) Open space calculations;

(e) Estimated construction costs of proposed structures; and

(f) Any other data deemed necessary by the City to evaluate compliance with this chapter and Wisconsin Statutes §62.23.

(7) BUILDING AND ARCHITECTURAL PLANS

Building plans and architectural drawings or renderings for all proposed structures shall be submitted in sufficient detail to allow the City to determine the intended use, scale, massing, and architectural character of the buildings.

(8) ADDITIONAL REQUIREMENTS FOR PLANNED UNIT DEVELOPMENTS (PUDs)

In addition to the requirements set forth in subsections (3) through (7), all Planned Unit Development applications shall comply with the following:

(a) All maps shall depict a minimum area of three hundred (300) feet beyond the boundaries of the proposed PUD district.

(b) Commercial buildings shall be setback a minimum of twenty-five (25) feet from all PUD district boundaries.

(c) The location of existing and proposed sewer and water mains in relation to the proposed PUD district shall be shown.

(d) The location of recreational facilities, open space areas, and areas reserved or dedicated for public use, including but not limited to schools, parks, and similar uses, shall be illustrated. Any portion of the project area not utilized for buildings or other structures, or for parking, loading, or access ways shall be landscaped with grass, trees, shrubs, or pedestrian walkways. The Common Council may impose reasonable additional requirements related to landscaping, lighting, signage or other advertising devices, screening, access ways, building setbacks, and height limitations as necessary to protect adjoining residential property, consistent with Wisconsin Statutes §62.23.

(e) A description of any architectural design standards that shall govern development within the PUD.

(f) A general outline of the intended organizational structure, including property owners' associations, deed restrictions, and private provisions for common services and facilities.

(g) The names of all property owners and developers associated with the development site, together with the mailing addresses and telephone numbers of all parties.

(9) ADMINISTRATIVE WAIVERS

(a) The City Administrator, or their designee, may approve administrative waivers or modifications to the submittal requirements of this section when the nature, scale, or complexity of the proposed development does not warrant strict compliance and the waiver does not conflict with the intent of this chapter or Wisconsin Statutes §62.23.

(b) Administrative waivers shall be limited to informational or technical submittal requirements and shall not waive or modify use standards, dimensional requirements, density limitations, or performance standards established elsewhere in this Code.

(c) Any administrative waiver granted under this subsection shall be documented in writing and included in the official project record.

(d) The Plan Commission or Common Council may require full compliance with this section or rescind an administrative waiver if additional information is deemed necessary for proper review.

(10) REVIEW AND CONDITIONS OF APPROVAL The Plan Commission and Common Council may require additional information or impose reasonable conditions of approval as authorized under Wisconsin Statutes §62.23 to ensure compliance with this chapter and to protect the public health, safety, and welfare.

(11) SEVERABILITY If any subsection, clause, or provision of this section is determined to be invalid or unenforceable, such determination shall not affect the validity or enforceability of the remaining provisions.

Add the following definitions:

SECTION 2: This ordinance takes effect upon passage and publication in accordance with the law.

Ordinance No. 637 introduced on March 10, 2026 by
Ald. _____, seconded by Ald. _____.

Upon a call of votes thereof, the result was as follows:

_____ Votes Cast

_____ Votes Aye

_____ Votes Nay

The Mayor declared Ordinance No. 637 introduced and approved this 10th day of March, 2026.

ROBERT HENNINGS, Mayor

COUNTERSIGNED:

RYAN PAFFORD, City Administrator