



GUIDELINES FOR ZONING MAP AND TEXT AMENDMENTS

INTRODUCTION

The purpose of these guidelines is to provide you with a summary of the procedures and regulations for rezoning of property and for amendments to the Zoning Code. City staff is available for consultation and is willing to provide you with assistance throughout the procedure. To that extent, you are encouraged to meet with staff before an application is submitted. This meeting can take place either in person or at City Hall by contacting 262-375-7610 to schedule.

PROCEDURE

The procedure for Zoning Map and Code text amendments consist of the following steps, which typically require a minimum of five weeks to accomplish:

1. Applicant must set up meeting with staff by contacting 262-375-7610.
2. Thirty days prior to the Plan Commission meeting, the Applicant must submit a completed application, accompanied by the application fee, a written project summary, a legal description of the property, a copy of the plat of survey or location sketch drawn to scale, and five (5) full size plans for City Staff review.
3. The City Planner will contact the Applicant if any changes to the plan are needed in consideration of City Staff Review.
4. Applicant submits thirteen (13) plans, preferably of a maximum size of 11" x 17", if legible, to the City Planner for inclusion in the Plan Commission meeting packet.
5. The Plan Commission shall review the requested amendment at the meeting and provide recommendation to the City Clerk. The City Clerk will then set up a public hearing¹ prior to the Common Council meeting².
6. The applicant attends the Common Council meeting for the public hearing and possible action.
7. The zoning change or zoning text amendment shall be granted or denied by the Common Council. Written notification of the grant or denial from the City Planner/Zoning Administrator or their designee shall be provided to the applicant within thirty days of the action by Common Council.

¹ A public hearing will include notification by mail of all property owners within 300' of the subject property, as well as publication of a Class 2 notice in the News Graphic newspaper twice before the public meeting.

² Common Council meetings are typically scheduled for the second and last Monday of each month