

Zoning Map or Text Amendment

Approval Process: Approx. 8 weeks



Step 1: Pre-application Staff Meeting

Although not required, it is recommended that the applicant meet with the Planning & Development Director to discuss the proposed request. This step is intended to explain to the applicant the purpose and objectives of the regulations, application submittal requirements, and to informally reach mutual conclusions regarding the general program and objectives of the proposed development.

Step 2: File Application Materials

The applicant submits a completed application form (petition to rezone), other necessary materials (see attached submittal checklist), and a \$250 application fee. Upon receipt of the necessary materials, the Planning Director will place the item on the agenda for the next available Plan Commission meeting and schedule a public hearing date for the petition to be heard by the Common Council. The application deadline for getting on the Plan Commission meeting agenda is generally thirty (30) working days prior to the meeting.

Step 3: Staff Review

City staff, including representatives of various city departments and divisions as needed, will provide a technical review of the request and the submitted information to identify relevant issues. If extensive changes are required or more information is needed to adequately review the application (e.g. additional plans or other studies), the application may be rescheduled to a later Planning Commission meeting date to allow time for the necessary work to be completed. If deficiencies are minor, the item will be scheduled for a Planning Commission meeting, subject to a revised application / petition being submitted not more than seven (7) days before the meeting date.

Step 4: Plan Commission Review/ Recommendation

The Plan Commission shall review the rezoning request and shall recommend the application / petition be granted as requested, modified, or denied. The applicant should attend this meeting and be prepared to present the request and answer questions from the Plan Commission. Public statements will be allowed at this meeting. The Plan Commission meets on the third Thursday of the month, at 6:00 p.m. in the council chambers of City Hall.

Step 5: Public Notice

For a map amendment, City Staff shall give written notice to owners of land within two-hundred (200) feet of the area proposed to be rezoned at least seven (7) days prior to the Common Council meeting. For either a map or text amendment, public notice shall also be provided by publication in the Ozaukee Press at least two (2) times prior to the Council public hearing, listing the time, place, and the changes proposed

Step 6: Common Council Meeting – First Reading

All rezoning types require two Common Council meetings: 1) A First Reading of the proposed rezoning ordinance and a Second Reading. At a First Reading meeting, the rezoning request will be placed on the Common Council agenda as a non-action item for possible discussion. The applicant is not required to attend this meeting, but it is an opportunity for the Council to ask questions and request additional information. The Common Council meets the second and fourth Tuesdays of the month, at 6:30 p.m. in the council chambers of City Hall.

Step 7: Common Council Public Hearing and Second Reading

At the Second Reading meeting, the Common Council shall hold a public hearing to consider the zoning changes. The applicant should attend this meeting to present the request and answer questions. Members of the public will be allowed to make statements regarding the request. Following such hearing and after careful consideration of the Plan Commission's recommendations and public comments, the Common Council shall vote on the application.

Step 8: Publish Ordinance and Amend Map

If approved, City Staff shall publish the rezoning ordinance in the Ozaukee Press and make any necessary revisions to the official City zoning map.

Zoning Map or Zoning Text Amendment Submittal Checklist

- ☐ Completed Pre-Application Meeting
- ☐ Completed Rezoning Application / Petition to Rezone Signed by the Property Owner
- ☐ Application payment - \$250 (Mailed or Dropped off)
- ☐ One narrative describing the proposed rezoning and reasons for
- ☐ One (1) accurately dimensioned map or survey of the subject property(s) also including: Location and use of all existing buildings / Existing Zoning / Proposed Zoning / Existing Roads, Easements, or Dedications
- ☐ One (1) copy in Word format of the full legal description of the property boundaries proposed to be re-zoned

Submittal: All materials can be submitted via email to: rharris@portwashingtonwi.gov



PLAN COMMISSION APPLICATION

Date Received: _____ Check Number: _____ Amount: _____ (For Office Use Only)

<input type="checkbox"/> Plan Concept Review	\$300.00	<input type="checkbox"/> Awning Review	\$ 50.00
<input type="checkbox"/> Preliminary Plat Review	550.00	<input type="checkbox"/> Special Exception or Minor Review	250.00 / 100.00
<input type="checkbox"/> Final Plat or Condo Plat Review	250.00	<input type="checkbox"/> Business, Site, and Operational Plan	450.00
<input type="checkbox"/> Planned Development Overlay	300.00	<input type="checkbox"/> Conditional Use Grant	300.00
<input type="checkbox"/> Certified Survey (w/o dedication)	250.00	<input type="checkbox"/> Zoning Text or Map Amendment	250.00
<input type="checkbox"/> Certified Survey (with dedication)	275.00	<input type="checkbox"/> Annexation	300.00

Description of Proposed Request: _____

Property Address: _____ Tax Key: 16- _____

Owner's Name: _____ Phone: _____

Fax: _____ Email: _____

Mailing Address: _____

Applicant's Name: _____ Phone: _____

Fax: _____ Email: _____

Mailing Address: _____

Relationship to Owner: _____

*****Digital Copies of your plans are required for the Plan Commission and Design Review Board meeting.*****

In making this application, I (we) acknowledge that the Plan Commission will review the contents of this application at a public meeting, that I (we) or a representative on my (our) behalf will be expected to attend the public meeting in order to provide information and answer questions, and that the meeting will be open to all interested persons who desire to attend. I (we) also grant permission to any City of Port Washington official or representative to enter and inspect the subject property at any reasonable time to consider the merits of this application, to take photographs, and to post public hearing notices if required.

Signature of Applicant: _____ Date: _____

• www.portwashingtonwi.gov •

City of Port Washington, 100 West Grand Avenue, P. O. Box 307, Port Washington, WI 53074-0307. Any questions, please contact City Plan Bob Harris at 262-284-2600 (email: rharris@portwashingtonwi.gov) or his assistant, Judy Klumb at 262-284-2600 (email: jklumb@portwashingtonwi.gov).

Revised 03/2022

CITY OF PORT WASHINGTON REZONING APPROVAL PROCESS

Estimated Time for Approval: 6 – 8 Weeks



CITY OF PORT WASHINGTON PLANNING DEPARTMENT
101 W GRAND AVENUE, PORT WASHINGTON, WI 53074
CONTACT: Bob Harris, Director of Planning & Development
PHONE: 262 284.2600 X1017
EMAIL: rharris@portwashingtonwi.gov
WEBSITE: portwashingtonwi.gov

