

VILLAGE OF HOWARD - DEPARTMENT OF CODE ADMINISTRATION

REZONING

(ANSWERS TO COMMONLY ASKED QUESTIONS)

WHAT IS REZONING? The Village of Howard is divided into several zoning districts for which the regulations and requirements governing property use, lot size, minimum setbacks, and bulk of buildings and structures are uniform. All tax parcels carry a specific zoning district classification, and in some cases a single parcel may be divided into two or more zoning districts (especially on larger undeveloped lots). Zoning districts are normally bounded by lot lines, property lines, right-of-way lines, section lines, tract lines, or the center lines of roads, streets and highways. Rezoning is an amendment to the Zoning Ordinance and Official Zoning Map which officially changes the zoning district classification of a specific parcel of land.

WHAT ARE THE DIFFERENT ZONING CLASSIFICATIONS? There are presently 15 different zoning district classifications in the Village of Howard, including five residential, two business, two industrial, four industrial park, one agricultural, and one planned development district. The boundaries and locations of each zoning district are defined on the Official Zoning Map and in the Zoning Ordinance.

WHY IS PROPERTY OCCASIONALLY REZONED? For the purpose of; promoting public health, safety, morals, comfort and general welfare; conserving the value of property throughout the community; and lessening or avoiding congestion of public streets and highways; the Village Board may, from time to time, rezone property and amend zoning district boundary lines provided that due allowance is made for existing conditions and property uses, conservation of property values, and orderly community development. Rezoning is commonly requested because a proposed building or property use is not presently permitted in the existing zoning district classification.

CAN ANYONE APPLY FOR REZONING? Property rezoning may be proposed by any governmental body or by any interested person or organization.

WHAT IS THE APPLICATION PROCEDURE? An application for rezoning must be filed in writing with the Department of Code Administration on a *PUBLIC HEARING REQUEST* form available from the Village. The application must be completed in its entirety, be signed and dated by the applicant, and include a detailed description of the specific request. An application for rezoning, which is identical or substantially similar to a previous request, cannot be acted upon within six (6) months of Plan Commission or Village Board action on the previous request.

WHAT IS THE FEE FOR A REZONING REQUEST? The non-refundable application fee is fifty (50) dollars. The fee must be paid at the time of application.

WILL A MEETING BE HELD AND DO I NEED TO ATTEND? A public hearing will be held on each request for rezoning at a regularly scheduled Plan Commission meeting. A notice of public hearing will be published at least twice in the official Village newspaper and mailed directly to the owner, applicant, interested parties and surrounding property owners. The publication and mailing is made at least ten (10) days prior to the date of the public hearing. The applicant or a representative of the applicant is required to be present at the public hearing.

WHEN AND WHERE DOES THE PLAN COMMISSION MEET? The Plan Commission regularly meets on the third (3rd) Monday of every month in the Village Hall Board Room at 2456 Glendale Avenue. Meetings currently begin at 6:30 P.M. and public hearings are scheduled shortly thereafter. In order to be placed on a specific agenda, an application for rezoning must be received at least three (3) weeks prior to the scheduled meeting date (by the last Monday of the preceding month).

IS THE FINAL DECISION MADE BY THE PLAN COMMISSION OR BY THE VILLAGE BOARD? The Plan Commission is required to prepare written findings of fact on the proposed rezoning and submit such findings, together with its recommendation for approval or disapproval, to the Village Board. Following the public hearing, the Plan Commission will generally deliberate immediately and make a recommendation before the meeting is adjourned. The Village Board has final authority to approve or deny any request for rezoning. Village Board action must be taken and a decision rendered within ninety (90) days from the date of filing of the rezoning request.

WHEN AND WHERE DOES THE VILLAGE BOARD MEET? The Village Board regularly meets on the fourth (4th) Monday of every month in the Village Hall Board Room at 2456 Glendale Avenue to act on recommendations made by the Plan Commission the preceding Monday (the Plan Commission makes a recommendation on the 3rd Monday and the Board renders a decision on the 4th Monday). Meetings currently begin at 6:30 P.M. and action is taken on Plan Commission recommendations shortly thereafter. Though not required, it is in the applicant's best interest to be present at the Village Board meeting to answer questions and address concerns Board members may have.

WHAT STANDARDS ARE USED WHEN RULING ON AN APPLICATION FOR REZONING? For all rezoning requests the Plan Commission and Village Board must give specific consideration to; existing land uses within the general area of the property in question; the zoning district classification of land within the general area of the property; the suitability of the property in question to uses permitted under the existing zoning district classification; the trend of development in the general area, including recent changes (if any) in zoning district classification; and whether the proposed rezoning is in the public interest or solely for the interest of the applicant.

CAN ANY SIZE PARCEL BE REZONED? In order to qualify for rezoning, a lot or parcel of land must possess at least two hundred (200) feet of frontage on a public street or right-of-way, or be at least twenty five thousand (25,000) square feet in area, or adjoin a lot or parcel of land which bears the same zoning district classification as proposed.

CAN A PROPOSED REZONING BE CONTESTED? If a written protest against a proposed rezoning is filed prior to final action on the request, the rezoning cannot be approved except by a favorable vote of three fourths (3/4) of all the members of the Village Board. The protest must be signed and acknowledged by the owners of twenty (20) percent or more of; the land included in the proposed rezoning; or the property immediately adjacent to and extending one hundred (100) feet from the land included in the proposed rezoning; or the property directly opposite to and extending one hundred (100) feet from the street frontage of the land included in the proposed rezoning.

WHO CAN I CONTACT IF I HAVE ADDITIONAL QUESTIONS OR CONCERNS? Please contact the Department of Code Administration at 2456 Glendale Avenue, Green Bay, WI 54313, 920-434-4647.