

CITY OF SUPERIOR PROCEDURES: REZONING PROPERTY

1. Inquiry is made in the Planning Department to determine if rezoning of a property is feasible. Petition forms are available in the Department of Planning and Development.
2. Petitions to rezone must be fully-completed and the proposed use of the property must be stated on the petition form. The petitions should be submitted in the Planning Department, **NO LATER THAN 12:00 NOON, ONE WEEK PRIOR TO THE CITY COUNCIL MEETING.** The regular Council meetings are the first Tuesday of the month. A non-refundable filing fee of \$150 must accompany the petition. Checks or money orders are made payable to the City Treasurer.
3. The City Council refers the petition to rezone to the Plan Commission for a public hearing to review the request and hear any comments. The Plan Commission meets regularly on Wednesday, 3:00 pm, the third Wednesday of the month.
4. The Planning Department notifies the property owners within a 200-foot radius of boundaries of the property to be rezoned, and interested parties, of the Plan Commission meeting. The Plan Commission members review the petition and hear comments. A recommendation is made to the City Council by the Plan Commission.
5. If the Plan Commission recommends rezoning, a resolution is submitted by the Planning Department which sets a date for the public hearing on the rezoning. If the City Council approves the Plan Commission's recommendation to rezone, the Council adopts the resolution. The public hearing is scheduled for the next Council meeting. Notice of this public hearing is published in The Daily Telegram twice, once each week during the two weeks prior to the public hearing. See WI Stats. 62.23 City Planning (7)Zoning (d)1.b.
6. The Planning Department prepares the ordinance to rezone the property and amend the zoning map. At the public hearing, the City Council receives all comments to approve or deny the rezoning. If the ordinance is approved by the City Council, it is adopted.
7. The ordinance is published in The Daily Telegram.

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Re-zoning: City's Zoning Ordinance requires we notify property owners within 200 feet of zoning change. Wisconsin Statutes require a public hearing, but not that property owners are personally notified.