

## City Action

### **Plan Commission**

After public hearing, the Plan Commission votes on the rezoning request and makes a recommendation to Common Council.

The Commission may recommend approval, denial, or approval of a different, less restrictive zone than the one requested. They may also vote to postpone a rezoning decision to a later date, or table it for an indefinite period of time.

Denied rezonings are usually closed matters, unless the petitioner appeals to Common Council for reconsideration. Rezonings that are recommend for approval are placed on a Common Council agenda for final action.

### **Common Council**

A favorable recommendation on a rezoning request typically takes one-to-two months before it receives final approval.

An approval by Council requires two readings of an ordinance. Final legislative action is effective after the ordinance has passed the two readings and is published.

*This brochure is intended to provide a summary of the rezoning process for the City of Marshfield. It is in no way a substitute for or complete description of city, county, state, or federal rules, regulations, or policies. As always, please consult with City of Marshfield staff prior to commencing any regulated land use or building activity.*

### **CITY OF MARSHFIELD**

Planning and Economic Development  
630 South Central Avenue  
P.O. Box 727  
Marshfield, WI 54449-0727

Phone: 715-486-2075

Fax: 715-384-7631

Email: [bonnie.curtiss@ci.marshfield.wi.us](mailto:bonnie.curtiss@ci.marshfield.wi.us)

## City of Marshfield

### Quick Facts

# REZONING



**MARSHFIELD**  
• The City in the Center •

<http://ci.marshfield.wi.us>

# THE REZONING PROCESS

## What is a Rezoning?

A *rezoning* is the change of zoning classification of particular lots or parcels of land. A zoning classification is also referred to as a *Zoning District*, which establishes various regulations & standards for use & development of property.

## Who can apply?

A current owner of the property, owner's agent or authorized representative may apply for a rezoning.

A rezoning request can also be initiated by the Plan Commission, Common Council or a petition of 50% or more of the owners of property within an area proposed to be rezoned.



*Check your request for consistency with Marshfield's Comprehensive Plan.*

## Steps in the Rezoning Process

### **Pre-Application.**

Request a meeting with the Planning Dept. to discuss the proposal and how it compares to surrounding development & the adopted planning documents.

### **Application Submittal.**

Submit a *Rezoning Application*, filing fee, concept plan & narrative for proposed use of the property. The application will be scheduled for a public hearing and recommendation by the Plan Commission.



*Just head to the 6th floor of City Hall Plaza to meet with Planning Staff about your request.*

*NOTE: It's highly recommended that the applicant discuss the proposed development with the Alderman and property*

*owners within 100-ft of the rezoning prior to submitting the application.*

### **Public Notice**

State law requires a public hearing & public notice for all rezoning requests. Public notice is posted in the Marshfield News-Herald for two consecutive weeks prior to the public hearing. Property owners, within 100-ft of the subject property, are notified by mail.

### **Staff Review**

Planning Staff will evaluate the request, beginning with a site assessment of the property and surrounding area. Staff also considers which services are available to the site, consults with various departments, and reviews adopted planning documents.

If the request is consistent with adopted plans & compatible with surrounding development, staff will most likely recommend approval. If the request is in conflict with adopted plans or has a potential for harming the surrounding areas, staff may recommend denial. In forming these judgments, staff is obligated to consider the health, safety and welfare of the total community.

### **The Public Hearing**

Plan Commission public hearings occur on the 3rd Tuesday of each month in the Council Chambers of City Hall Plaza. The hearing provides a public forum where petitioners and any opponents can address the commission on a scheduled rezoning request.

### **Protest Petition**

Property owners within 100-ft. of the proposed rezoning may file a protest petition. The petition is a legal means to express their opposition. Once a valid protest petition is filed against a rezoning, this requires a favorable vote of 3/4's of the Common Council to pass an ordinance.