

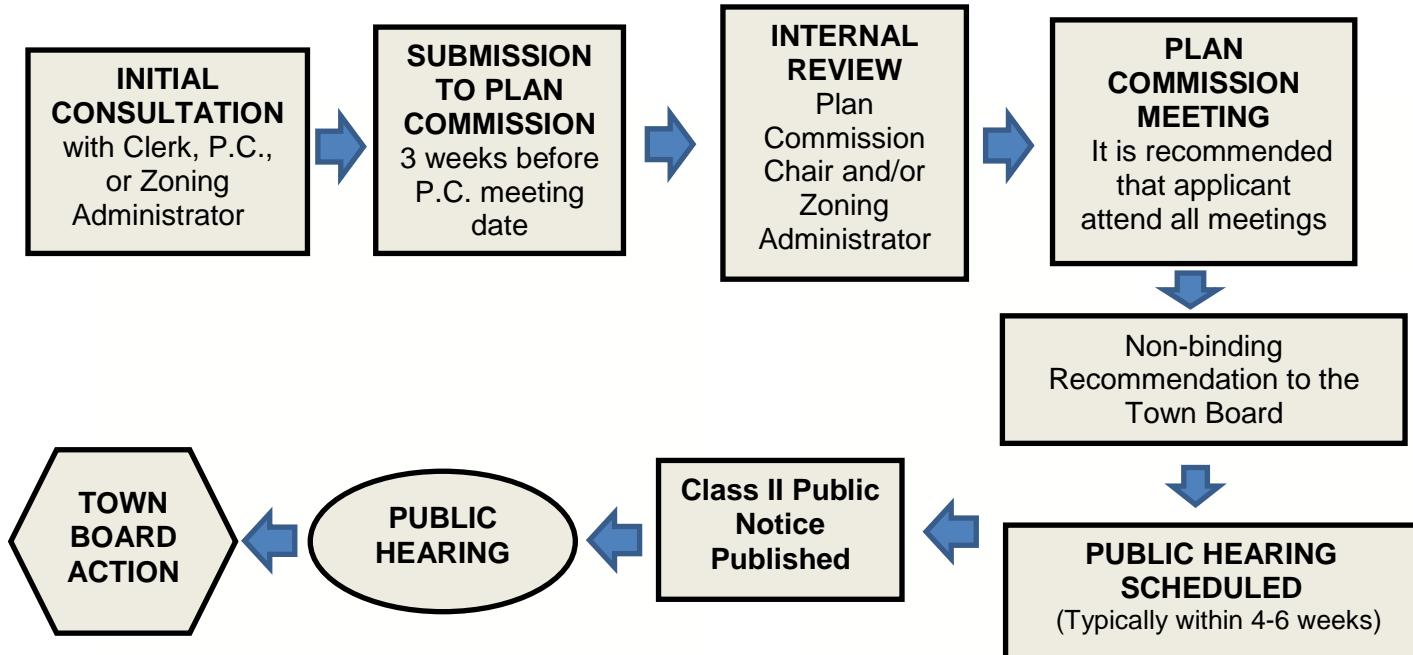
Town of Frankfort

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REZONING PROPERTY

Pursuant to Chapter 17 of the Municipal Code

All property within the Town of Frankfort is divided into zoning districts. Each district has unique characteristics, including permitted uses, densities, lot coverage, building size, setbacks and other restrictions that ensure compatibility within each district and between zoning districts. The Zoning Code is adopted by the Town Board and is periodically updated. An owner of property may petition the Board to change a property's zoning to facilitate development or otherwise modify what is permitted on the property. The diagram below summarizes the rezoning process:



THE REZONING PROCESS

A rezoning may be proposed by the Town Board, Plan Commission, or by a petition of one or more of the property owners (or an agent thereof), within the area proposed to be changed. All amendments to the official Zoning Map will require a public hearing at which time neighbors and concerned citizens may voice their opinion and have it documented in the permanent Town record. The public hearing notice is published in the local paper and is posted at the Town Hall. At the public hearing, the petitioner may address the Board and present any supporting documentation. Typically, the Board will vote on the rezoning on the same evening as the public hearing.

GETTING ON THE SCHEDULE

To initiate the rezoning process, the applicant must submit the items listed under 17.12(3) in the zoning code, a fee of \$500.00, and a complete application form.

All submissions must be complete and received by the Town Clerk by 4:00 PM on the deadline date.

HOW LONG WILL IT TAKE?

Because the rezoning process requires a public hearing, a Class II Legal Notice is required. Typically, after the Plan Commission considers the merits of a rezoning, a public hearing can be scheduled within one month, although it may take longer depending on the number of requests pending. While every attempt is made to place a complete application on the next agenda, this may not always be possible because of technical concerns with the application. The applicant should allow ample time for the approval process, in case resubmissions are necessary. Applicants should expect a three to six month timeframe to complete the entire rezoning process.

HOW MUCH WILL IT COST?

\$500.00 per application plus any additional costs incurred by the Town for attorney fees, engineering fees and other costs above Town personnel and Administrative costs that may be required to fully evaluate the proposed change. The Town Board may waive all or part of fees upon request of the applicant and demonstration of good cause. This application fee helps defray the cost of review and publishing legal notices.

INITIAL CONSULTATION

The Town encourages applicants to schedule a brief meeting with the Town Clerk, the Zoning Administrator, or the Plan Commission to go over an application and get feedback prior to submitting an application or fee. This meeting is not mandatory; however, this step can help save time and frustration by guiding the applicant through the process a rezoning will require. An appointment should be scheduled before coming in.

CAN I REAPPLY?

An applicant may reapply for rezoning a property. However, a new application and fee must be submitted and the process would start at the beginning.

HOW MANY COPIES?

The Town Plan Commission requires 5 copies of any supporting documentation and 5 copies for the Town Board members after the Plan Commission process has been completed. If the documentation is larger than 11"x17" a single copy at 11"x17" will be required.

CAN I APPEAL A DECISION?

Where it is alleged there is error in a final decision made by the Town Board or its delegates in the enforcement of the zoning code, an appeal can be made to the Board of Adjustment.

SUPPORTING DOCUMENTATION

The applicant is responsible for building a case for the rezoning. While the Town requires some supporting documentation, an applicant may wish to provide more details to demonstrate to the Planning Commission and the Town Board how a property will operate or be divided if a rezoning is issued. All documentation is public information and is made available for review by the Town Clerk.

CAN THE APPROVAL EXPIRE?

After the Town Board approves a zoning change, the new zoning runs with the land and will not revert back unless changed again by the Town Board or Court Order.

WHERE DO I APPLY?

All applications shall be submitted to the Town Clerk. Submissions may be made in person or by mail.

QUESTIONS?

Contact the Town Clerk at:
N3290 Byington Road
Pepin, WI 54759 (715) 442-2685
townoffrankfort@yahoo.com