

VILLAGE OF HEWITT
Hewitt, Wisconsin 54441

PROCESS FOR REZONING LAND
Adopted: 2/2002

1. NOTIFICATION TO THE VILLAGE BOARD:

- A. The property owner requesting the rezoning change must notify the Village Board of the rezoning change request by a letter. Included with the letter must be a legal description of the property to be rezoned, the request of what the property is to be rezoned to, and a map of the property to be rezoned.

2. SET DATE FOR THE ZONING COMMITTEE TO MEET:

- A. The Village Board sets the date and time the Zoning Committee is to meet. The Zoning Committee consists of the appointed zoning chairman, zoning secretary, a village board member, a person from the village not on the Village Board and a representative from the Hewitt Area Fire Department.
- B. Meeting notices are sent to all the Zoning Committee members and sent to the person(s) requesting the rezoning change. The meeting notice must also be posted at the normal 3 posting places within the Village of Hewitt.
- C. The Zoning Committee meets with the person(s) requesting the rezoning change.

3. PUBLIC HEARING:

- A. The Village Board sets the date and time for a Public Hearing. The Public Hearing provides an opportunity for anyone opposed or supportive to the rezoning request to be heard by the Village Board.
- B. The Public Hearing must be published in the Marshfield News Herald for at least 2 consecutive weeks. The last publication must be at least 1 week (7 days) prior to the Public Hearing date. All Village Board members and the person(s) requesting the rezoning request must be sent a notice of the Public Hearing. The Public Hearing notice must also be posted at the normal 3 posting places within the Village of Hewitt. A map of the proposed rezoning section must be included with all the Public Hearing notices.
- C. The same Public Hearing notice and map must be sent to all residents and/or property owners surrounding the property to be rezoned.

4. VILLAGE BOARD MEETING FOR FINAL DECISION:

- A. At the next scheduled Village Board meeting an agenda item will be added to take action on the rezoning request. The Zoning Committee chairman will present to the Village Board the recommendations from the Zoning Committee. The Village Board will also discuss any opposition or supportive comments from the public hearing. The Village Board will then take action to approve or deny the rezoning request.
- B. A copy of the Village Board minutes must be sent to the person(s) who had requested the rezoning which will state the outcome of the request.
- C. The Village of Hewitt zoning map must be updated if the rezoning request was approved.
- D. A special Village Board meeting may be held at the requestor's expense if the requestor would like to get the rezoning request acted on before the next scheduled Village Board meeting.