

## Appendix H

### Town of Hull Procedures for Filing a Zoning Change

Town of Hull  
Comprehensive Plan  
2006

**REZONING REQUEST**  
**PROCEDURES FOR FILING A ZONE CHANGE TO THE PORTAGE COUNTY  
PLANNING AND ZONING COMMITTEE AND THE TOWN OF HULL PLAN  
COMMISSION**

**Please note:**

- (a) The Town is under the authority of and regulated by the Portage County Zoning Ordinance.
  - (b) To cover the cost of a public hearing including publication and mailing expenses, the Town of Hull charges a \$75.00 fee payable when applying for the Public Hearing. Make check payable to the Town of Hull Treasurer. A public hearing is required before any rezoning in the Town of Hull will be considered.
  - (c) Please see attached flow chart "Process for Rezoning Property in the Town of Hull".
1. Anyone interested in a rezoning in the Town of Hull shall discuss the proposed request with the Portage County Zoning Administrator to determine if a zone change is necessary, and if so, which district is the correct district to carry out the proposed use.
  2. Form entitled "**REZONING REVIEW CHECKLIST**" will be completed by officials of the Portage County Planning and Zoning Department. (See attached form.)
  3. The owner of the parcel to be rezoned shall contact the Town of Hull Chairperson or Town Clerk to advise of the zoning change request. This shall be done 15 days in advance of the Town of Hull Plan Commission public hearing to give the Hull Plan Commission adequate time to respond to the request. The Portage County Planning and Zoning Committee will **NOT** consider a rezoning request and a public hearing if Town action is not received.
  4. The owner, agent or someone familiar with the request shall be present at both the Hull and Portage County public hearings to answer questions about the rezoning request.
  5. Hull Public Hearing Procedures:
    - a. The Town of Hull Plan Commission shall hold a public hearing on the request to change the County Zoning Ordinance, and give notice of the time and place of such hearing by publication as a Class Two notice as specified in Chapter 985 of the Wisconsin State Statutes (in the official newspaper of the town). A copy of such notice shall be mailed by certified mail to the Portage County Zoning Administrator at least ten days prior to the date of the hearing.
    - b. Such hearing shall be held in the Hull Municipal Building, 4550 Wojcik Memorial Drive, unless, some other place is designated by the Hull Plan Commission.
    - c. Notice of the Public Hearing will be sent by Hull Officials to property owners adjacent to the parcel to be rezoned, to residents in the area where the rezoning is proposed and other property owners affected by the rezoning. The intent of this public notification procedure is to be expansive and not limiting in notifying property owners potentially impacted by the rezoning.

6. Following the public hearing the Hull Plan Commission will review the Portage County Zoning Department recommendation, the testimony at the public hearing, input from the zoning applicant, and such other information as they deem necessary before making a recommendation to the Town Board.
7. Upon receipt of Plan Commission recommendation the Hull Town Board may approve or deny the change. The Hull Town Board will communicate in writing their position to the Portage County Planning and Zoning Committee.
8. The Portage County Planning and Zoning Committee will hold a public hearing on the requested rezoning. Following the public hearing and their investigation the Planning and Zoning Committee will make a recommendation to the Portage County Board of Supervisors for approval or denial of the rezoning.
9. As the final step in the process the Portage County Board of Supervisors will either approve or deny the zone change request.

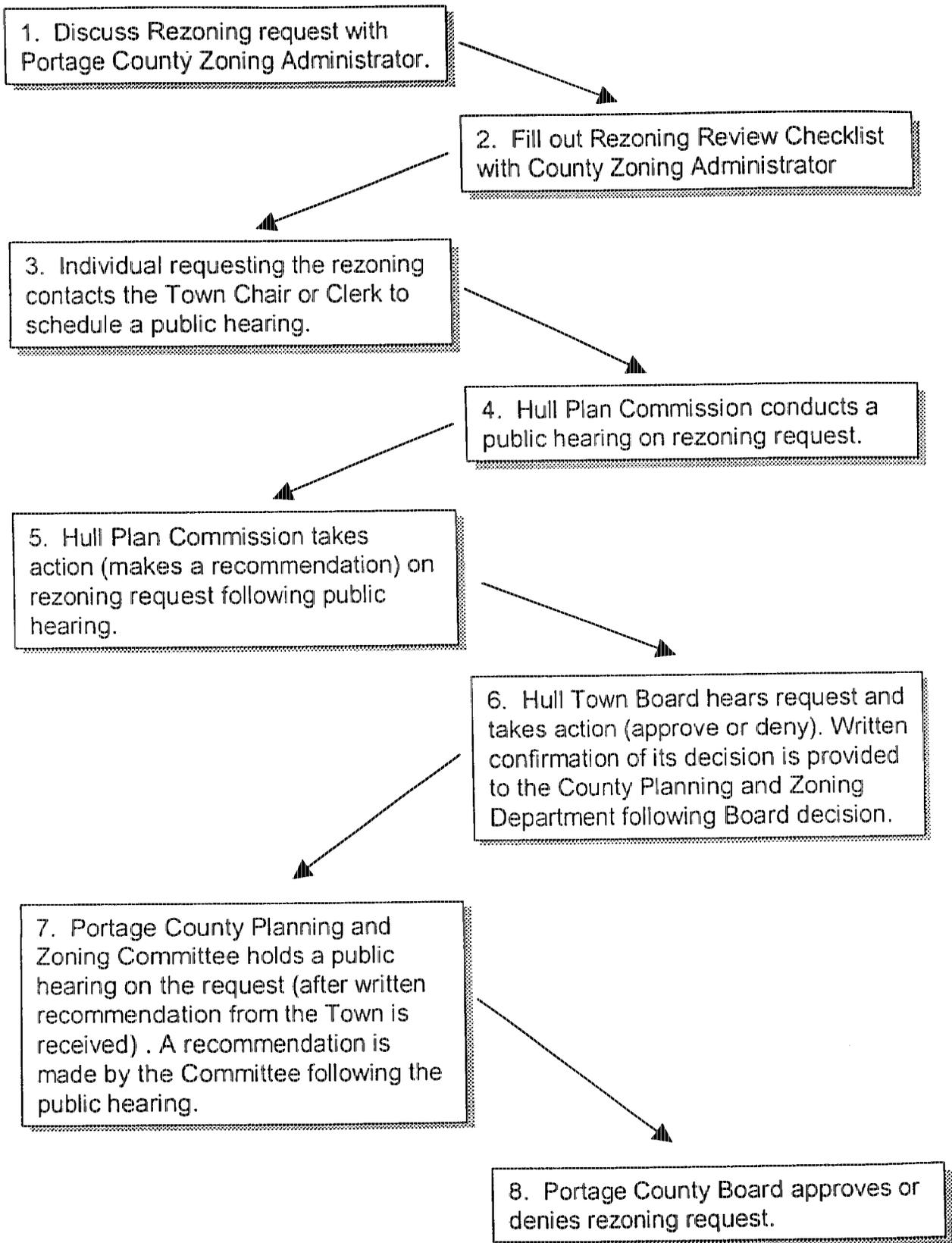
If you have any questions on the above information, contact the Portage County Planning and Zoning office (715) 346-1334 or the Town of Hull at (715) 344-8280.

Approved:

Hull Plan Commission 2-2-2005

Hull Town Board 2-7-05

# Process for Rezoning Property in the Town of Hull





PORTAGE COUNTY PLANNING & ZONING DEPARTMENT  
REZONING REVIEW CHECKLIST  
- Preliminary Interview -

**Background Information**

Date: \_\_\_\_\_  
Inquirer: \_\_\_\_\_

Landowner     Interested Party

Phone No.: \_\_\_\_\_

Staff Involved in Interview: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Requested Zoning: \_\_\_\_\_

Acreage of Request: \_\_\_\_\_

Reason for Rezoning: \_\_\_\_\_

Address: \_\_\_\_\_

Township: \_\_\_\_\_

Parcel No.: \_\_\_\_\_

Gov. Lot: \_\_\_\_\_ ¼ \_\_\_\_\_ ¼

Section: \_\_\_\_\_ T. \_\_\_\_\_ N. R. \_\_\_\_\_ E.

*Census Property*

**Initial Findings**

Surrounding Zoning: N \_\_\_\_\_ S \_\_\_\_\_ E \_\_\_\_\_ W \_\_\_\_\_

Floodplain:  Yes     No

Wetlands:  Yes     No

Wellhead Protection:  Yes     No

Access / Driveway Protection: \_\_\_\_\_

Landfill / Well Locations: \_\_\_\_\_

Town Plan Consistency: \_\_\_\_\_

Improvements on Parcel:  Yes     No     Proposed: \_\_\_\_\_

Soil Type: \_\_\_\_\_

Soil Suitability: \_\_\_\_\_

Septic Evaluation Required:  Yes     No

Soil Tests Required:  Yes     No

Surface Water Management: \_\_\_\_\_

Open Space Design Discussed:  Yes     No

Preliminary Staff Opinion:     Positive     Negative     Further Review Required

**IMPORTANT:** A rezoning can be a complicated process involving the review of environmental and cultural information about your property and the property that surrounds it. Input is also considered from the general public, surrounding landowners, the Town Board, and the County Planning and Zoning Committee. Staff's recommendations regarding a rezoning are only part of what the governing Boards consider when making a final decision. Staff cannot guarantee that our preliminary opinion will remain constant during the review process as additional information and viewpoints are assembled regarding the request. However, staff will inform you of any changes in our opinion during the review process.

Staff Comments: \_\_\_\_\_

Date Forwarded to Town: \_\_\_\_\_    Inquirer's Initials: \_\_\_\_\_    Staff Initials: \_\_\_\_\_