



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Meeting Minutes

ZONING CODE TECHNICAL COMMITTEE

JEFF OSTERMAN, CHAIR

Joseph M. Dobbs, Jezamil Arroyo-Vega and Ed Richardson

Staff Assistant, Chris Lee, 286-2232

Fax: 286-3456, clee@milwaukee.gov

*Legislative Liaison, Jeff Osterman, 414-286-2262,
josterman@milwaukee.gov*

Thursday, November 21, 2024

2:00 PM

Room 301-B, Third Floor, City Hall

This will also be a virtual meeting conducted via GoToMeeting. Should you wish to join this meeting from your phone, tablet, or computer you may go to <https://meet.goto.com/595550693>. You can also dial in using your phone United States: +1 (646) 749-3122 and Access Code: 595-550-693.

Meeting convened at 2:00 p.m.

Present 4 - Osterman, Richardson, Arroyo-Vega and Dobbs

Also present:

*India Gaar, Board of Zoning Appeals
Kristin Connelly, Dept. of City Development
Emily Goodman, Dept. of City Development*

1. [240371](#)

A substitute ordinance relating to the notification requirements for matters appearing before the board of zoning appeals.

Sponsors: Ald. Spiker, Ald. Stamper, Ald. Jackson, Ald. Zamarripa and Ald. Bauman

Chair Osterman said that the proposed ordinance creates a time frame for Board of Zoning Appeals (BOZA) public hearing notices to be provided at least 7 days prior to a hearing on a special use permit or variance request, requires that such notice shall be provided to all property owners within 250 feet for which the special use permit or variance is requested, and requires that notice be provided to all mailing addresses within the 250-foot area. No time frame is currently specified in the code. The code currently specifies distances of 200 feet for special use permits or 150 feet for variances. Belief is that the proposed ordinance meets the sponsor's intent.

Member Richardson said that BOZA should provide input due to being impacted by the proposed ordinance.

Ms. Gaar said that doing public notice mailings is time consuming, her office is able to handle current public hearing mailing requirements with current staffing level despite having some vacancies, her office can meet the additional mailings as specified by the proposed ordinance if her office becomes fully staffed and if minor adjustments take

place, their office is already providing public hearing notices 7 days prior to a hearing, and she had no objections to the 7 day public hearing noticing requirement.

Member Richardson moved that the proposed ordinance meets the criteria of legality and enforceability, administrative efficiency, and consistency with the format of the zoning code. There was no objection.

Meeting adjourned at 2:04 p.m.

**Chris Lee, Staff Assistant
Council Records Section
City Clerk's Office**