

# BOARD OF ZONING APPEALS

## 2026 Proposed Executive Budget

*Mission: Review business plans and hear requests for conditional uses to support ongoing development in the city*



City  
of  
Milwaukee



# 2026 Budget Summary

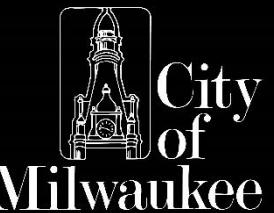


	2025 Adopted Budget	2026 Proposed Budget	Amount Change	Percent Change
FTEs – O&M	5.33	5.33	0.00	0%
FTEs - Other	0.00	0.00	0.00	0%
<b>FTEs - Total</b>	<b>5.33</b>	<b>5.33</b>	<b>0.00</b>	<b>0%</b>
Total Positions Authorized	12	12	0	0%
Salaries & Wages	\$396,378	\$395,471	-\$907	0%
Fringe Benefits	178,370	177,962	-408	0%
Operating Expenditures	47,500	113,300	65,800	139%
Equipment	0	0	0	-
Special Funds	0	0	0	-
<b>TOTAL</b>	<b>\$622,248</b>	<b>\$686,733</b>	<b>\$64,485</b>	<b>10%</b>

## Operating Changes:

- New legislation increased the scope of mailing notices.

# Revenues



Category	2025 Adopted Budget	2026 Proposed Budget	Amount Change	Percent Change
Licenses and Permits	\$335,000	\$410,000	\$75,000	22%
<b>TOTAL</b>	<b>\$335,000</b>	<b>\$410,000</b>	<b>\$75,000</b>	<b>22%</b>

## Revenue Changes

- Legislative Update: Application fee will no longer be creditable under the updated legislation.

# Board of Zoning Appeals



The Board of Zoning Appeals (BOZA) is an independent agency authorized to hear appeals in matters related to the zoning ordinances. The Board is required to follow procedures set forth by the City and State, and to evaluate the facts in each case. BOZA hears approximately 700 appeals over the course of 12 hearings each year.

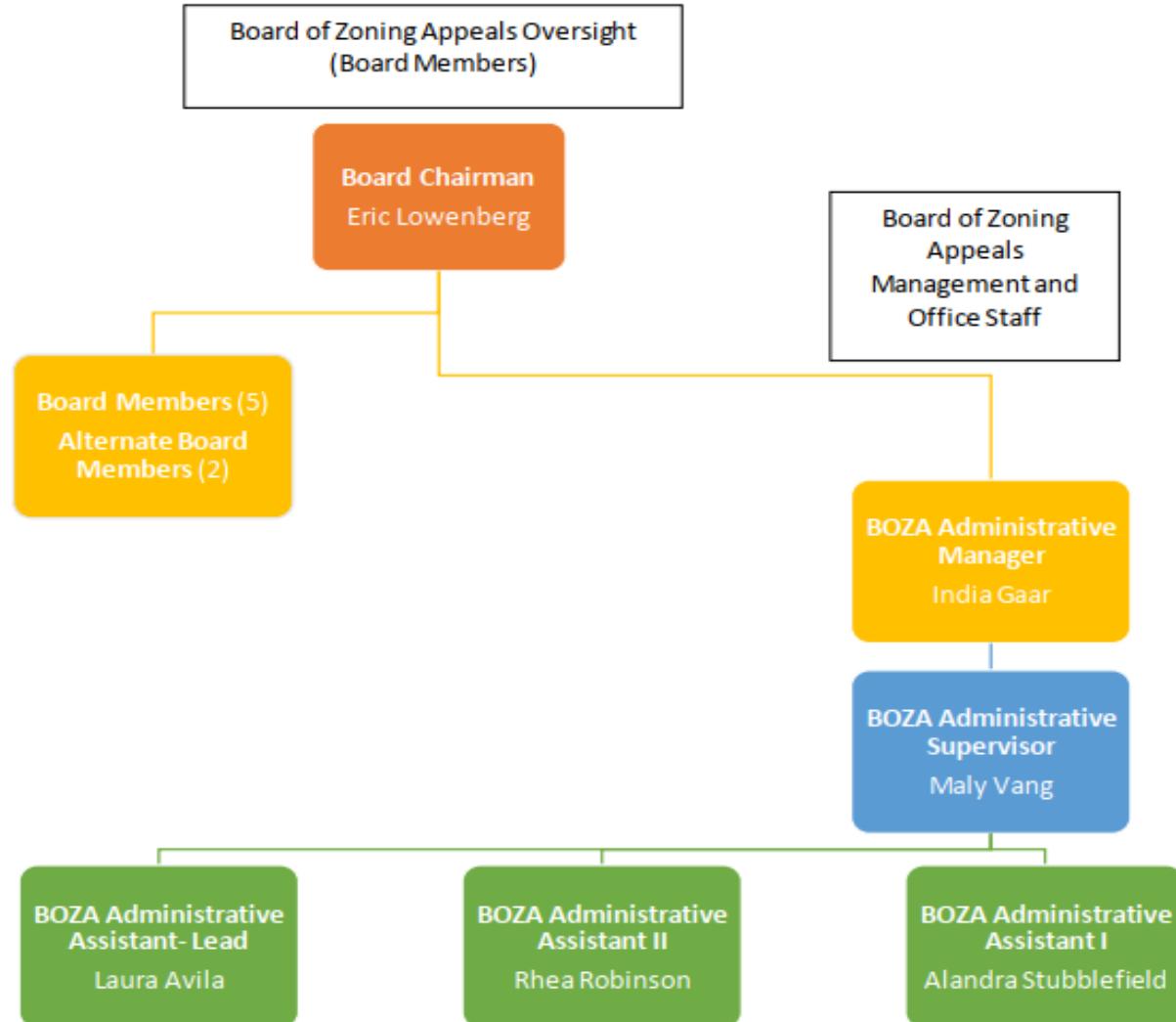
Key Performance Measures	2024 Actual	2025 Projected	2026 Planned
Number of appeals filed	833 (614 cases)	712 (518 cases)	715
Number of cases resolved in one hearing	427/650	444/653	487/650
Percentage of cases resolved in one hearing	66%	68%	75%
Number of days from appeal to written decision	96	100	75

## Types of Applications Submitted to BOZA:

- Special Uses
- Use Variances
- Dimensional Variances
- Change of Operator Requests
- Extension of Time Requests for Board-Approved Special Uses or Variances
- Condition Modification Requests for Board-Approved Special Uses or Variances
- Appeals of Orders Issued by Inspectors
- Appeals of Determinations



# Organizational Chart



# 2026 Major Updates - Department

## Improved Staffing:

- **Board Members:** As of today, the Board is fully staffed with five regular Board members and two alternate Board members.
- **BOZA Office Staff:** The BOZA office has five approved positions, all of which are currently filled.

**Transition to Legistar:** The Board of Zoning Appeals plans to begin utilizing Legistar to post our hearing agendas, minutes, and case files in early 2026. We recently have been working with the City Clerk's office and City Records on the training and technological adjustments necessary for this transition and will soon be focusing more on the specific procedural changes that will need to occur with our staff.

**Pursuing bilingual efforts to make the BOZA process more inclusive:** For 2026, we aim to research ways to make the BOZA process easier to navigate for applicants that do not speak English. We now have a staff member that is fluent in Spanish and we do already offer information sheets and forms that are translated to Spanish for our applicants that need them. Efforts are currently underway to also have our notices translated into Spanish, Hmong, and other commonly spoken languages.

**Heightened Communication with Council Members:** The BOZA office strives to maintain a high level of communication with Council members regarding zoning appeals that are filed in their district. Current efforts include emailed notifications of eligible cases prior to the hearing agenda's finalization, emailed notifications and calendar invitations once the agenda is published, and emailed copies of the hearing eBooks comprised of updated versions of the scheduled cases prior to the hearing.

# Service Uniformity

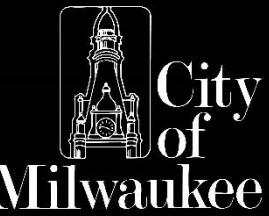
- The vast majority of applications submitted to the Board of Zoning Appeals are typically the result of a denial of a permit and subsequent referral by a Plan Examiner due to the desired project or use's noncompliance with zoning requirements as detailed in the Milwaukee Code of Ordinances. These requirements are determined by zoning district and are applied to everyone regardless of area.
- All applications undergo the same process – BOZA provides a standard checklist for required application materials. The required materials are based on the type of special use or variance being requested. Once applications are submitted, they are processed and reviewed in the order that they are received. Once it is determined that no additional information is needed, the application is scheduled for the next available hearing date.
- Appeal fees are based on the type of appeal and size of the parcel so that everyone is charged fairly based on what they are requesting.
- All cases that are scheduled for a hearing are noticed to the public so that all owners and residents located within 250 feet of the subject premises are given the opportunity to express support or objections.



# Current Fee Schedule

Type of Application	Lot / Surface Area	Fee
Dimensional Variance	All	\$450 per
Use Variance	0-10,000 sq. ft.	\$450 per
	10,001 – 20,000 sq. ft.	\$750 per
	20,001 sq. ft. and up	\$1050 per
Special Use	0-10,000 sq. ft.	\$400 per
	10,001 – 20,000 sq. ft.	\$500 per
	20,001 sq. ft. and up	\$600 per
Change of Operator Request		\$400
Extension of Time to Comply with Board Conditions		\$400
Appeal of an Order or Determination		\$400
All Other Requests		\$400

# Environmental Impact



## **Ways that BOZA has made an effort to reduce the environmental impact of our services:**

- Acceptance of BOZA Referral Letters through email and utilization of the Land Management System rather than paper copies.
- Encouraging applicants to submit their materials and plans via email rather than by mail or in person.
- When digital plans, materials, and correspondence are now received for applications, BOZA staff have begun uploading those files directly into the Land Management System and Evault rather than printing/copying materials to send to City Records for scanning and storage.
- Continuing to share files with other City Staff, as well as the public digitally through email, SharePoint, and the Land Management System. Will be including the use of Legistar for 2026.
- Continuing to utilize Microsoft Teams for staff meeting purposes whenever appropriate.
- Continuing to offer a hybrid attendance option for BOZA hearings.



# Amendment Updates

**#31 Coggs: Insert a footnote to the Board of Zoning Appeals Administrative Manager instructing BOZA to better utilize e-notify to inform residents of activities in the neighborhood.**

- Citizens can now subscribe to location based notifications to receive emailed notifications of appeal applications near them. Notifications can be based on proximity to a specific address or by aldermanic district.

**Address based notification**

Address  
Notification Radius in Feet  
*(Minimum 20 foot radius is recommended)*

Categories

200 E Wells St  
400

Forestry and Sanitation Violations  
 Licenses Applied for by Address  
 Neighborhood Services Activity [?](#)  
 Police Verified Offense  
 Zoning Appeals Applied

**save** **delete**

## **Zoning Appeals Applied for by Aldermanic District**

- Aldermanic District 01
- Aldermanic District 02
- Aldermanic District 03
- Aldermanic District 04
- Aldermanic District 05

- Aldermanic District 06
- Aldermanic District 07
- Aldermanic District 08
- Aldermanic District 09
- Aldermanic District 10

- Aldermanic District 11
- Aldermanic District 12
- Aldermanic District 13
- Aldermanic District 14
- Aldermanic District 15



# Amendment Updates

**#31 Coggs: Insert a footnote to the Board of Zoning Appeals Administrative Manager instructing BOZA to better utilize e-notify to inform residents of activities in the neighborhood.**

- Citizens can also use E-notify to receive BOZA hearing agendas by email by selecting “Board of Zoning Appeals Meeting Agenda” under “City Agency Meetings”.

 **City Agency Meetings**

Administrative Review Board of Appeals Agenda  
Anti-Graffiti Policy Committee Agenda  
Board of Harbor Commissioners Meetings  
Board of Health Agenda  
Board of Zoning Appeals Meeting Agenda

- The BOZA homepage now includes a link to register for e-notify and office staff have added links to our email signature blocks to promote to the public.



# Amendment Updates

- **#46 Coggs: Insert a footnote instructing all departments to study the feasibility of having all the department's resources and reporting available on the City Action app**
  - Will work with ITMD to see if it is feasible to develop a way for citizens to possibly use the City Action app to report issues with certain properties that either already received approval through BOZA, or are in the process of applying for a special use and/or variance.
- **#47 Coggs: Insert a footnote instructing all departments to examine possible opportunities for internships or apprenticeships that could be developed in each department.**
  - The BOZA office used to offer a summer internship position years ago. We would be interested in bringing back that position for high school or college students. Will reach out to DER to find out how to make that possible.