



Department of City Development
City Plan Commission
Redevelopment Authority of the City of Milwaukee
Neighborhood Improvement Development Corporation

Lafayette L. Crump
Commissioner

Vanessa L. Koster
Deputy Commissioner

December 9, 2024

To the Honorable Members of the
Zoning, Neighborhoods, and Development Committee
City of Milwaukee
City Hall, Room 301-B

Dear Committee Members:

File Number 240371 relates to notification requirements for matters appearing before the Board of Zoning Appeals (BOZA). The proposed ordinance provides that written (mailed) notice of a BOZA hearing on a special use permit or use variance request shall be provided at least 7 days prior to the hearing. No timeframe is currently specified in the code. This file also provides that this notice shall be provided to both property owners and all mailing addresses within 250 feet of the property for which the special use permit or variance is requested. The code currently specifies notices are mailed only to property owners, and utilizes the mailing radius distances of 200 feet (for special use permits) or 150 feet (for variances).

The Zoning Code Technical Committee met on November 21, 2024. It determined that the file met the criteria with respect to legality and enforceability, administrative efficiency, and consistency with the format of the zoning code.

This item was heard by the City Plan Commission at its regularly scheduled meeting on December 2, 2024, at which time, Ald. Spiker, sponsor of the file, presented on the item and India Gaar, BOZA Administrative Manager, stated that BOZA staff have no objections to the file. The City Plan Commission recommended approval of this file.

Sincerely,

 for

Lafayette L. Crump
Executive Secretary
City Plan Commission of Milwaukee

