



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

CITY PLAN COMMISSION ZONING REPORT

File No: [240371](#)

Proposal: This file relates to notification of matters appearing before the Board of Zoning Appeals (BOZA). Substitute 1 of the file 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).

**Zoning Code Technical
Committee:**

The Zoning Code Technical Committee met on November 21, 2024. At that time, a representative from the BOZA office stated that these updates to the noticing requirements should be attainable once their office is fully staffed, and with some minor process changes. The committee determined that the file met the committee's criteria with respect to legality and enforceability, administrative efficiency, and consistency with the format of the zoning code.

**Staff
Recommendation:**

Since the Zoning Code Technical Committee determined that the file meets the committee's three criteria, the Board of Zoning Appeals did not object to the proposed changes, and the proposed changes will increase public notice of matters heard by BOZA, staff recommends approval of Substitute 1.