

The Town Plan Commission and Reviewing Conditional Use Requests

Prior to the Meeting:

NOTE: The owner/agent should contact the Oconto County Planning and Zoning Office prior to contacting the Town to be placed on the Plan Commission agenda.

- Consider establishing a deadline for plan commission agenda items.
 - Determine time needed to distribute materials to the plan commissioners and allow time for adequate review prior to meeting.
- Consider requiring certain materials be submitted to the Plan Commission by the agenda deadline.
 - Consider the types of materials that will assist each of the plan commissioners review the request. (ex. General Location Map, Zoning Map, and/or if applicable copies of a preliminary Certified Survey Map)

NOTE: Parcel and Zoning maps can be obtained online at <http://solo.co.oconto.wi.us/ocontoco/> or at either of the Oconto County Planning & Zoning Offices.

- Require a copy of the Oconto County Conditional Use Town Recommendation Form with all applicable information completed by the owner/agent. In addition to owner/agent and parcel information, the form requires the applicant to answer the following questions:
 - What will be the proposed use(s) of the parcel if the rezone is approved?
 - What is the suitability of the proposed use(s) to the existing use(s) adjacent to the parcel?
- Consider establishing a protocol for plan commissioners to review the conditional use request prior to the plan commission meeting.
 - Review the “Oconto County Conditional Use Town Recommendation Form” questions to be completed by the Town. These questions are:
 - Are there adequate public facilities to serve the proposed land uses?
 - Are the burdens on the local government for providing services for this proposal reasonable?
 - Does the proposal agree with the Town Vision statement as found in the Town Comprehensive Plan?
 - Does the proposal agree with the Town Goals, Objectives, and Development Strategies as found in the Town Comprehensive Plan?
 - Does the proposal raise concerns that may need to be addressed in the future with plan revisions, and/or ordinance creation/revision?

For the Meeting:

- The Plan Commission should discuss the findings, questions and recommendations of each of the plan commissioners at Plan Commission meeting.
- The Plan Commission should establish an approval, approval with conditions or disapproval recommendation for the Town Board.
 - The Plan Commission recommendation to the Town Board should be accompanied by specifics from the Town Comprehensive Plan supporting the recommendation.

For Additional Information:

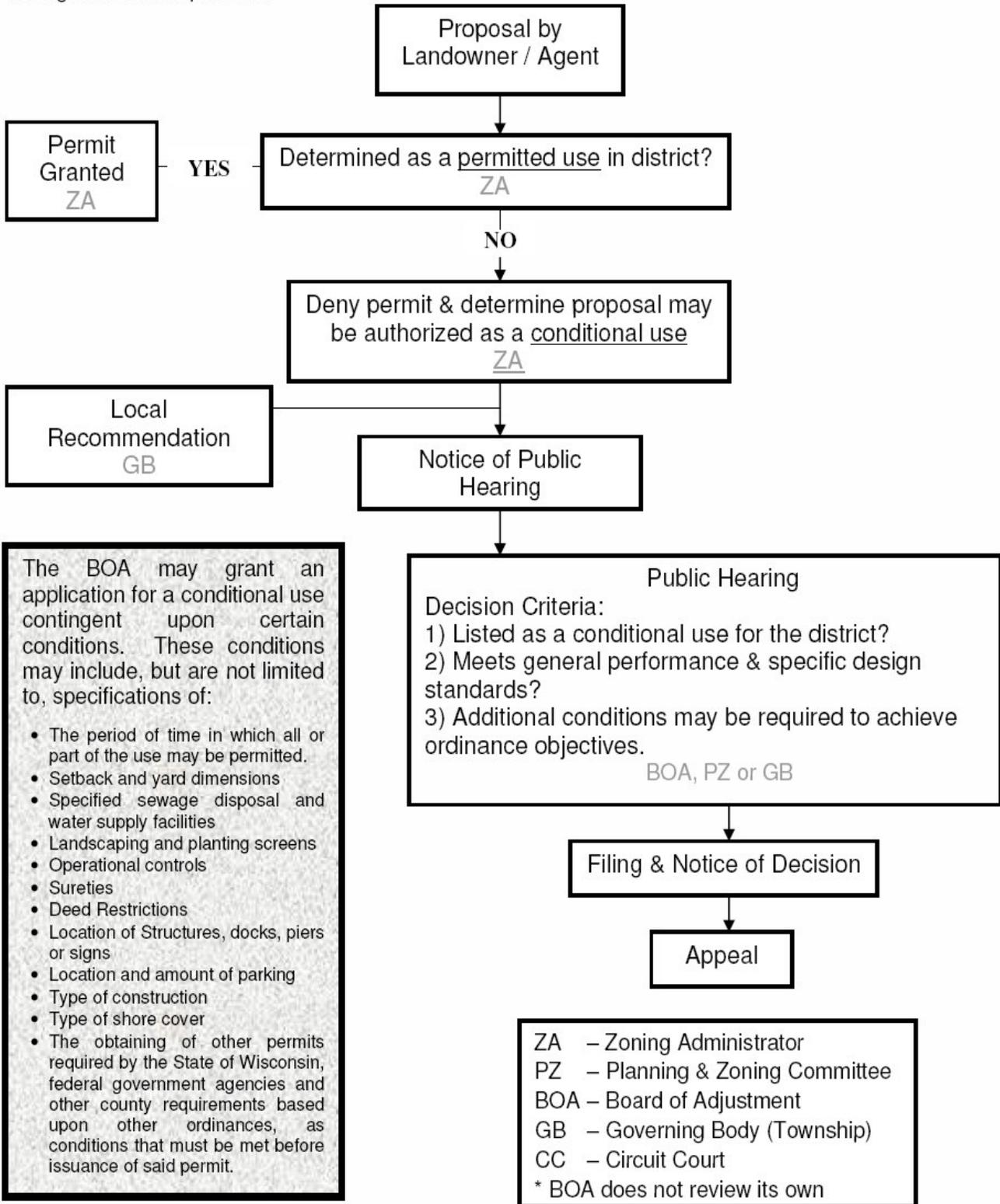
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Conditional Use Process

Refer to the Oconto County Zoning Ordinance for specifics on Conditional Use Standards and other requirements. Note it is the responsibility of the landowner or designated agent to take the proposal through the review process.



The BOA may grant an application for a conditional use contingent upon certain conditions. These conditions may include, but are not limited to, specifications of:

- The period of time in which all or part of the use may be permitted.
- Setback and yard dimensions
- Specified sewage disposal and water supply facilities
- Landscaping and planting screens
- Operational controls
- Sureties
- Deed Restrictions
- Location of Structures, docks, piers or signs
- Location and amount of parking
- Type of construction
- Type of shore cover
- The obtaining of other permits required by the State of Wisconsin, federal government agencies and other county requirements based upon other ordinances, as conditions that must be met before issuance of said permit.

ZA – Zoning Administrator
 PZ – Planning & Zoning Committee
 BOA – Board of Adjustment
 GB – Governing Body (Township)
 CC – Circuit Court
 * BOA does not review its own



Note that applications for conditional use without Town recommendation for approval or denial may still be submitted to the Planning and Zoning Office. However, it is still the policy of the Planning and Zoning Office to direct applicants to the Town prior to submitting an application.