CITY OF STOUGHTON
DEPARTMENT OF
PLANNING & DEVELOPMENT
207 S Forrest Street, Stoughton, WI. 53589

(608) 873-6619 www.ci.stoughton.wi.us

RODNEY J. SCHEEL
DIRECTOR

Date: January 31, 2022

To: Plan Commissioners and Common Council

From: Rodney J. Scheel
Director of Planning & Development

Michael P. Stacey
Zoning Administrator/Assistant Planner

Subject: Agenda Item for the February 14, 2022 Plan Commission Meeting and Common Council Meetings of February 22 and March 8, 2022.

**Proposed ordinance amendment to section 78-904, Zoning Permit.**
This ordinance amendment is proposed to update the language related to zoning permits including the requirement to pay double fees in the event a project is started prior to permit issuance. Double fees has been approved previously by resolution of the permit fees. A public hearing and recommendation to Council is necessary. The ordinance is provided.

# NOTICE OF PUBLIC HEARING

The City of Stoughton Plan Commission will hold a **Virtual Public Hearing** on **Monday, February 14, 2022 at 6:00 o'clock p.m.,** or as soon after as the matter may be heard, to consider a proposed zoning ordinance amendment to the City of Stoughton Municipal Code of Ordinances, Section 78-904. The proposed amendment is related to zoning permits.

See additional information at: http://stoughtoncitydocs.com/planning-commission/

You can join the meeting via Zoom or Phone below:
https://zoom.us/j/99189028139?pwd=WmZjbG94MzZTcmNGaVRoME9CN1VJdz09

Phone in: +1 312 626 6799 Meeting ID: 991 8902 8139 Passcode: 389293

If you wish to call in and speak at the meeting, please register at: http://speak.cityofstoughton.com by 5:45 on or before the day of the meeting. Any written comments will be forwarded on to the "Organizer" and Commissioners.

For questions regarding this notice please contact Michael Stacey, Zoning Administrator at 608-646-0421.

Published January 20 and 27, 2022 Hub

**CITY OF STOUGHTON, 207 S. Forrest Street, Stoughton, WI 53589**

| **ORDINANCE OF THE COMMON COUNCIL** | | |
|---|---|---|
| Amending Zoning Code Section 78-904 of the Stoughton Municipal Code | | |
| Committee Action: | Plan Commission recommends approval - 0 | |
| Fiscal Impact: | None | |
| **File Number:** | O - - 2022 | **Date Introduced:** |

The Common Council of the City of Stoughton do ordain as follows:

Sec. 78-904. - Zoning permit.

(1) *Application.* Applications for a zoning permit shall be made to the zoning administrator on forms furnished by the administrator and shall include the following where pertinent and necessary for proper review:

(a) Name and address of the applicant, owner of the site, architect, professional engineer and contractor.

(b) Description of the subject site by address ~~lot, block, and recorded subdivision or by metes and bounds~~; ~~address of the subject site~~; type of structure; existing and proposed operation or use of the structure or site; number of employees; and the zoning district within which the subject site lies.

(c) Detailed site plan or if required by the City Zoning Administrator, a ~~P~~plat of survey prepared by a land surveyor registered in Wisconsin showing the location, boundaries, dimensions, uses and size of the following: subject site; existing and proposed structures; existing and proposed easements; streets and other public ways; off-street parking, loading areas, and driveways; existing highway access restrictions; high water, channel floodway, and floodplain boundaries; and existing and proposed street, side, and rear yards. In addition, the plat of survey shall show ~~type,~~ slope and boundaries of soils ~~shown in the Dane County Soils Survey prepared by the United States Department of Agriculture Soil Conservation Service~~.

(d) Additional information as may be required by the plan commission or zoning administrator.

(e) Fees paid as ~~receipt from the city treasurer~~ ~~in an amount~~ specified in subsection (2) of this section.

(f) A zoning permit shall be granted or denied by the zoning administrator in writing within 30 days of the complete application submittal.~~,~~ ~~and~~ If permit is granted the applicant shall post such permit in a conspicuous place at the site such as an inside front window of the home. The permit shall expire ~~within~~ ~~four~~ twelve months from the date of permit issuance unless work has been started. As long as the project has been started within the twelve months after the date of permit issuance, the permit is valid for twenty-four months after the date of permit issuance. ~~equal to ten percent of the dollar amount of the permits has been completed or~~

~~within 18 months after the issuance of the permit if the structure for which a permit issued is not 75 percent completed as measured by the dollar amount of the permit~~. Once expired, the ~~The~~ applicant shall reapply for a zoning permit before recommencing work ~~on the structure~~. Any permit issued in conflict with the provisions of the chapter shall be null and void.

(2) *Fees.*

(a) An application fee is required and is set by city resolution.

(b) Zoning permit fees do not include and are in addition to building permit fees established by the city building code.

~~(c) Fees for conditional uses shall be computed in accordance with section 78-905 of this chapter.~~

~~(d) Fees for amendments shall be in accordance with section 78-902 of this chapter.~~

(~~e~~c) A ~~triple~~ double fee ~~may~~ shall be charged by the zoning administrator if work is started before a permit is applied for and issued. Such ~~triple~~ fee shall not release the applicant from full compliance with this chapter nor from prosecution for violation of this chapter.

~~(f) Fees for written determinations by the zoning administrator shall be set by city resolution.~~

This ordinance shall be in full force and effect from and after its date of publication.

Dates

Council Adopted:_____

Mayor Approved: _____ _____
Tim Swadley, Mayor

Published:_____

Attest:_____ _____
Candee Christen, City Clerk