

## Sec. 17.49 – Public Notification

- (1) Purpose. Section 17.49- Public Notification is intended to assist with alerting the public to certain zoning changes within the City of Kaukauna. Public notification practices, outlined in this section, are in addition to Wisconsin Statutory requirements to keep the public informed of proposed zoning changes.
- (2) *Mailings*: A letter may be mailed, indicating the proposed zoning change, to owners of property within the City of Kaukauna within two hundred feet (200') of property subject to the proposed change under either of the following circumstances :
  - a. A special exception has been submitted and the property is within two hundred feet (200') of a single-family or two-family residential use.
  - b. A rezoning has been submitted and is within two hundred feet (200') of a single-family or two-family residential use and the rezoning will result in an up-zoning or zoning type change.
    - i. Up-Zoning: an up-zoning is when a district of lower intensity is zoned to a district higher intensity. (Example: Residential Single Family rezoned to Residential Two Family)
    - ii. Zoning Type: a classification for similar uses within a broad zoning category, regardless of zoning intensity. (Example: all residential districts or all commercial districts are a zoning type)
- (3) All effort shall be taken to mail the letters to the current owners or record the week prior to the Plan Commission meeting the zoning change will be discussed. In the event a letter is not sent or is sent to the wrong individual, this shall not disqualify the zoning change from being discussed and acted upon at subsequent government meetings.
- (4) *Signage*: In all instances that mailings are required, an informational sign may be placed at the site of the proposed zoning change prior to the Plan Commission meeting at which the proposed zoning change will be discussed.