TITLE X

Chapter 47

ZONING BOARD OF APPEALS

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47.01 COMPOSITION OF THE BOARD.

(1) The Zoning Board of Appeals shall consist of five (5) members appointed by the mayor and confirmed by the Council.

(2) The term of each board member shall be three (3) years except the initial board, which shall have one (1) member serving for one (1) year, two (2) members serving for two (2) years and two (2) members serving for three (3) years. The initial appointment of board members shall designate the initial term of each member.

(3) A chairman shall be designated by the mayor and confirmed by the Council.

(4) The members of the board shall serve without compensation.

47.02 VACANCIES.

(1) The mayor shall appoint new members to the board as vacancies occur.

(2) Vacancies which occur during the term shall be filled in the same manner.

(3) A board member may be reappointed to successive terms.

47.03 REMOVAL.

(1) A member of the board may be removed for cause upon submission of written charges.

(2) Before a member is removed, a public hearing shall be held upon due notice to interested persons.

(3) The Council shall act as the fact finder at the public hearing and make the final determination on the question of removal.

47.04 PROCEDURE.

(1) The following rules shall be adopted:

(A) Meetings shall be held at the call of the chairman of any tow (2) board members.

(B) Meetings shall be open to the public.

(C) Minutes of the meetings and any other proceedings of the board shall be kept as public record.

(D) Minutes of meetings, findings, documents, all official actions and the like shall be filed with the City Clerk.

(2) The Zoning Board of Appeals shall adopt its own rules of procedure in addition to the foregoing, not inconsistent with these ordinances and Wisconsin Law.

47.05 POWERS.

The Zoning Board of Appeals shall hear and decide matters submitted to it, including but not limited to the following:

(1) Granting variances to the zoning ordinance Chapter 46 and other applicable chapters of this title.

(2) Determinations of fact and / or orders of the zoning administrator.

(3) Appeals from determinations, denials of permits and rulings, other than by the zoning adviser, as provided in this code.

47.06 APPEALS.

(1) Section 62.23(7) of the Wisconsin Statutes are hereby adopted by reference with regard to appeal procedure.

(2) Procedures not inconsistent with Wisconsin Law, shall be adopted by reference with regard to appeal procedure.

47.07 FEE SCHEDULE.

(1) The City Council shall adopt by Resolution a fee schedule for the fees associated with applications/appeals made to the Zoning Board of Appeals for requests made under Section 47.05.

June 11, 2025 – created Section 47.07