

CITY OF WALCOTT, IOWA

Developer's Handbook

REZONING

Purpose

The purpose of rezoning is to accommodate changes and growth in the City by allowing the best use of land as set forth in the Comprehensive Plan of the City of Walcott and to assure compatibility of adjacent uses.

Procedure

1. **Filing an application.** Any developer or property owner desiring a rezoning of property needs to submit a written application to the City. Completed forms should be returned to City Hall. The non-refundable fee for rezoning applications is \$150.00. The actual cost of the engineering fees related to the rezoning shall be charged to the applicant.
2. **Public Notification.** A notice will be published in the newspaper and posted at the designated posting places for the City of Walcott. Adjacent property owners within 300 feet of the property involved will be notified by the City.
3. **Zoning Administrator review.** After reviewing the application, the City staff will prepare a report to the Commission outlining the facts and issues involved in the case and possibly making a recommendation.
4. **Planning and Zoning Commission.** The Planning and Zoning Commission will hold a public hearing on the rezoning request. A public hearing notice will be published not less than seven days prior to the date of the hearing in the North Scott Press. At this meeting, the City staff will present their report, reviewing the request and possibly making a recommendation to the Commission. The Commission will then hear arguments from both those who support and those who oppose the rezoning request. At the conclusion of discussion, the Commission will consider



all information and vote on a recommendation which will be passed on to the City Council.

5. **City Council.** Following a recommendation by the P&Z Commission, the City Council will have a Public Hearing on the rezoning. A public hearing notice will be published at least seven (7) days prior to the date set for the public hearing in the North Scott Press.
6. **Public Hearing.** At the public hearing, the city staff will give a brief report indicating what is involved in the request and the recommendation of the Commission. Again, the City Council will hear arguments from those who support and those who oppose the rezoning request.
7. **Decision.** Following the public hearing, the Council will consider the approval or denial of the rezoning request. Rezoning requires an ordinance change that must pass three consecutive readings before the City Council. The Council may include such conditions as it deems necessary to accomplish the stated purposes of this section. In most cases a simple majority is sufficient to approve the request. However, a $\frac{3}{4}$ vote of the Council is required for approval if: the Planning and Zoning Commission has recommended that the request be denied or if 20% of the property owners within 200 feet of the proposed site sign a petition opposing the request.
8. **Effective Date of rezoning.** If approved, the rezoning becomes effective when it is published in a public newspaper. The final ordinance will be recorded with the Scott County Recorder.

Policies and requirements.

Primary considerations for approval of requests are: conformance with the Comprehensive Plan; compatibility with existing uses; appropriateness for the site; impact upon public infrastructure and services; and the promotion of the health, safety, and general welfare of the public.

Need for representation at the meetings.

The applicant should be present at the meetings to answer any questions that the Commission or Council members may have.

Time to process.

The time to process rezoning applications varies. Typically three (3) months is necessary to complete the process. However, if the rezoning is very controversial, the process may take much longer than the typical three (3) months.

Meeting dates.

At the time of filing, the applicant will be told the time and date of the initial meeting. After the initial meeting, it is the applicant's responsibility to keep up with future meeting dates. Do not hesitate to contact the Zoning Administrator at (563) 284-6571, ext. 10 if you have a question regarding an application or a meeting date.

- **For specific code requirements refer to the Walcott City Code.**

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