



**County of Door**  
**LAND USE SERVICES DEPARTMENT**

County Government Center  
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**MEMORANDUM**

**February 19, 2018**

**TO:** Town Clerks, Board Chairs and Plan Commission Chairs  
**FROM:** Mariah Goode *Mariah Goode*  
**RE:** Updated town review procedures for applications requiring public hearing

Attached please find an updated version of the town review procedures for various county zoning application types requiring a public hearing. The Resource Planning Committee approved the new procedures at a meeting on February 15<sup>th</sup>, 2018.

This revised set of procedures completely replaces those developed and approved in 1998, subsequently reiterated and clarified in correspondence and/or handouts to town officials in 2000, 2010, 2011, and 2012. **The updated procedures are effective as of today.**

The major changes from current practice are as follows:

1. Towns may no longer waive the review period, nor conduct their review before the county forwards the application packet to the town.
2. Owners of property within 300 feet of the boundaries of a property upon which a project is proposed will be copied (via regular mail) on the application packet transmittal letter the county sends to the town.

Please let me know if you have any questions.

Thank you!

cc: Resource Planning Committee members  
Door County Board of Adjustment members  
Door County Land Use Services Department staff  
Door County Board of REALTORS  
Door County Homebuilders Association

## **Town Review Process for County-Level Zoning Applications Going to Public Hearing**

These procedures pertain to conditional use permit applications, appeals of Resource Planning Committee decisions, zoning text and/or map amendment petitions, and variance petitions.

1. Application is submitted to the Door County Land Use Services Department.
2. When Land Use Services staff have finished review/analysis and deemed the application complete, the application will be transmitted to the appropriate town(s).
3. Transmission of the application packet, the accompanying transmittal letter, and the town input form shall be via e-mail to the town clerk, plan commission chair, and town board chair. (Towns preferring regular mail transmittal will need to notify Land Use Services to that effect and select one recipient.)

Town officials are responsible for deciding which bodies will be reviewing applications (e.g., plan commission and/or board), distributing packets to other commission/board members, scheduling and posting meetings, etc.

4. Land Use Services staff will forward to the applicant or agent, via e-mail, the e-mail and attachments which were sent to the town.
5. For all applications except zoning text amendment petitions, a hard copy of the application transmittal letter to the town will be sent to owners of property within 300 feet of the boundaries of the property which is the subject of the hearing.
6. The town needs to let the Land Use Services Department know that it has completed its review within 72 hours of the meeting at which the review was finalized. When the town's written input is submitted to the county it should be on the standardized forms provided, using attachments if necessary.
7. Applications modified by the applicant, unless requested by the town based on discussion at town-level meetings, shall be deemed new applications. All modifications must be reviewed by Land Use Services Department staff to ensure ordinance compliance.
8. 28 days after (e)mail transmittal of a packet to the town, or when the Land Use Services Department receives word from the town that its review has been completed, whichever is first, the Land Use Services Department will begin regular public hearing notice procedures.

Note: The legal notice/ mailing process takes approximately three weeks. Towns can submit input on applications up until the day before the hearing and/or at the hearing itself, as well as during the 28-day additional review period.

*Approved by the Door County Resource Planning Committee February 15, 2018  
Procedures Effective February 19, 2018*