

**ORDINANCE NO. 16-2018**

**AN ORDINANCE ON NOTIFICATIONS TO REGISTERED CITIZENS REGARDING  
PROPOSED ZONING OR COMPREHENSIVE PLAN CHANGES**

The Village Board of the Village of Bristol, Kenosha County, Wisconsin, do ordain as follows:

**SECTION I. ADOPTION OF PROVISIONS.**

Section 13-1-451 of the Village of Bristol Code of Ordinances is created to read as follows:

**Sec. 13-1-451 Notifications to Registered Citizens Regarding  
Zoning or Comprehensive Plan Changes.**

(a) **Notice Registry.**

- (1) **List of Registered Citizens; Scope.** The Village of Bristol shall maintain a registry list of persons who submit a written or electronic request to receive notice of any proposed municipal zoning action or ordinance change, or comprehensive plan amendment, which would affect the allowable use of the person's property. This notification list shall apply to any proposed zoning ordinance or comprehensive plan amendment which would impact the allowable use, size or density requirements pertaining to the registered person's property.
- (2) **Registration Requests.** To be included on the list to receive notice of such proposed zoning regulation or comprehensive plan changes, a person shall make a written or electronic request to the Village Clerk-Treasurer. Verbal requests shall not be accepted. With such request, the person shall provide:
  - a. His/her name;
  - b. Mailing address;
  - c. Telephone number (landline, cellphone, fax);
  - d. Email address; and
  - e. Preferred method of notification (non-binding on the municipality).

- (b) **Annual Registration Information Notice.**
- (1) **Public Notification to be Provided.** Annually, the Village shall inform residents of the municipality that they may add their names to the notification list. The date of providing such annual notice shall be set by the Village.
  - (2) **How Annual Notification is Provided.** The annual notice requirement providing information on the notice registry can be provided by any one of the following methods, or combination of methods:
    - a. Publication of a Class 1 notice pursuant to Ch. 985, Wis. Stats.;
    - b. First class mail;
    - c. Giving notice on the Village's website; or
    - d. Including the information in a mailing that is sent to all property owners, such as, but not limited to, tax or utility statements, newsletters, etc.
- (c) **Form of Notifications.** Following recommendation from the Plan Commission on the proposed zoning regulation change or comprehensive plan amendment but prior to action by the Village Board to vote on such proposal, the Village shall send a notice to each person on the notice registry list. Such notice shall include a copy of the proposed zoning or change or comprehensive plan amendment, or a summary thereof. Such notice shall be by first class mail or by any other reasonable form agreed to by the registered person and the Village, including email, voice mail or text message. The Village shall not require a fee for the sending of such notices except that the Village may charge each person on the list who receives a notice by first class mail a fee that does not exceed the approximate cost of providing the mailed notice to the person. An ordinance or amendment that is subject to this notice requirement may take effect even if the Village fails to send the notice.

*State Law Reference:* Secs. 62.23(7)(d)4. and 66.1001(4)(f), Wis. Stats.

## **SECTION II. SEVERABILITY.**

If any provision of this Ordinance is invalid or unconstitutional or if the application of this Ordinance to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this Ordinance which can be given effect without the invalid or unconstitutional provisions or applications.

**SECTION III. EFFECTIVE DATE.**


This Ordinance shall take effect upon passage and publication as provided by law.

ADOPTED this 9<sup>th</sup> day of July, 2018.

VILLAGE OF BRISTOL, WISCONSIN



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Village President



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Village Clerk-Treasurer

INTRODUCED: 7/9/18

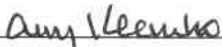
PASSED: 7/9/18

PUBLISHED:  
(POSTED) \_\_\_\_\_

State of Wisconsin :  
County of Kenosha:

I hereby certify that the foregoing Ordinance is a true, correct and complete copy of an Ordinance duly and regularly adopted by the Village Board of the Village of Bristol on the 9<sup>th</sup> day of July, 2018, and that said Ordinance has not been repealed or amended and is now in full force and effect.

Dated this 12<sup>th</sup> day of July, 2018



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Amy Klemko, Clerk-Treasurer