

**Planning & Zoning Commission Schedule 2023**

PZ Submittal Deadline	PZ Commission Meeting	1st Board of Aldermen Meeting	2nd Board of Aldermen Meeting
12/1/2022	1/3/2023	1/11/2023	1/25/2023
12/30/2022	<b>2/1/2023 *</b>	2/8/2023	2/22/2023
2/1/2023	<b>3/1/2023 *</b>	3/8/2023	3/22/2023
3/1/2023	<b>4/5/2023 *</b>	4/12/2023	4/26/2023
4/3/2023	5/2/2023	5/10/2023	5/24/2023
5/1/2023	6/6/2023	6/14/2023	6/28/2023
6/1/2023	<b>7/5/2023 *</b>	7/12/2023	7/26/2023
6/30/2023	8/1/2023	8/9/2023	8/23/2023
7/31/2023	9/5/2023	9/13/2023	9/27/2023
8/28/2023	10/3/2023	10/11/2023	10/25/2023
10/2/2023	<b>11/1/2023 *</b>	11/8/2023	11/29/2023
10/30/2023	12/5/2023	12/13/2023	N/A
11/27/2023	1/2/2024	1/10/2024	1/24/2024

Submittal deadline is for all items that are to be on the Planning and Zoning Commission Agenda. Any Preliminary Subdivision or Site Plan Review applications submitted in conjunction with an Annexation and/or Rezoning will be placed on the Board of Aldermen Agenda after the Annexation and/or Rezoning is passed by ordinance.

\*Planning Commission Meeting dates marked in bold, with an asterisk have been moved from Tuesday to Wednesday due to scheduling conflicts.

Revised November 4, 2022



## The Rezoning Process



This brochure is an informational handout only, to be used as a guide and should not be relied upon for the legality of its contents. This brochure may not answer every question, which may be raised about the Rezoning process. You may contact an attorney or the City of Wentzville Planning Division, with questions concerning this guide and rezoning request at:

City of Wentzville  
 Community Development Department  
 Planning Division  
 1001 Schroeder Creek Blvd.  
 Wentzville, MO 63385  
 (636) 639-2032  
 (636) 327-4892 (fax)  
[www.wentzvillemo.gov](http://www.wentzvillemo.gov) - City's website

This outline is intended to serve as a guide to the processing procedures associated with changing any existing Zoning District designation for the development of the property. The Zoning Regulations for the City are adopted and intended to provide and promote the health, safety, and welfare of the City's residents, secure coordinated land use, encourage compatible adjacent land uses and facilitate the adequate provision of public improvements. Detailed information concerning the processing steps involved herein can be found in the Zoning Regulations Article X "Amendments" at the City of Wentzville, Community Development Department – Planning Division, 1001 Schroeder Creek Blvd., Wentzville, MO 63385.

Applications for Amendment to the Official Zoning Map for the City of Wentzville may be made by any owner of the property, their agent, representative, or attorney who requests land to be rezoned. If the application is made by the owner's agent, representative, or attorney, the owner's name and address shall be entered upon the application. Satisfactory evidence of property ownership or a contract to purchase the subject property containing the owner's name and address will be required at the time of application.

The application for a Zoning District Amendment shall be made utilizing forms provided by the Planning Division for the City of Wentzville, Missouri.

### STEPS IN THE REZONING PROCESS

#### 1. Pre-Application Meeting:

The first step involves a pre-application meeting with Community Development Department staff to discuss your proposal. This meeting will highlight ordinance regulations and stipulations/access regulations and applicable Municipal Code issues; address potential issues and discuss potential solutions to technical and design review issues; address potential issues and discuss potential solutions to environmental review issues; provide direction to customers regarding the City's development process, i.e. submittal requirements, appropriate sequences of required plan review and processes; and apply the Comprehensive Plan, Land Use Plan and Chapters of the City's Plan, as applicable.

#### 2. Annexation and Identification of the Property:

If your property is not within the City limits of Wentzville, a Voluntary Annexation Petition can be acquired from the Planning Division or online at [www.wentzvillemo.gov](http://www.wentzvillemo.gov) and processed to incorporate your property into the City of Wentzville. Annexation requires that your property physically touch the current City boundary and is compact to the City's growth.

Prior to this meeting you should obtain a copy of a parcel map or obtain a survey showing the property requested for a zoning amendment. This mapping can be obtained via the City of Wentzville's Planning Division or the St. Charles County Assessor's Department at 201 North Second St. in St. Charles, MO.

### 3. Applying for the Rezoning:

The application for Rezoning will be completed with the help of the Planning Division staff and will require the applicant's signature. When filling out this application you will need to submit the following items to the Community Development Department Office prior to, or the day of, the established application deadline:

- a. A legal description of the property to be rezoned.
- b. A recent certificate of title or deed to the property showing ownership.
- c. A Development Plan in narrative form or a Preliminary Site Plan, indicating the intended use of the property subject to Rezoning.
- d. The City shall not accept or process any application that is delinquent on any City and/or County taxes until such time as all delinquent taxes are paid to the appropriate taxing authority, per Ordinance #2445, **please provide us a copy of the paid tax receipt.** This can be done by calling St. Charles County Collector at (636) 949-7470 or emailing their office at: [collector@sccmo.org](mailto:collector@sccmo.org).
- f. A filing fee (see fee table) is payable at the time of application. Plus the cost of the legal notice advertising the Public Hearing(s) and a \$0.62 mailing fee for the notification of each adjacent property owner within a 300-foot radius of the subject site will be invoiced to the applicant or engineer or property owner once the notifications have been processed.

### Rezoning Fee Schedule

Acreage:	Fee:
4.99 acres or less	\$500.00
5.00 - 19.99 acres	\$600.00
20.00 - 49.99 acres	\$700.00
50.00 - 74.99 acres	\$800.00
75.00 - 99.99 acres	\$900.00
100.00 acres or more	\$1,000.00

### 4. Placement on the Agenda:

Once all necessary items are received by the Planning Division, your application will be assigned an application number and placed on the next available Planning and Zoning Commission Agenda for Public Hearing. Informational deadlines and meeting dates are established for the calendar year. Deadlines are established approximately four weeks prior to the scheduled Public Hearing. See the schedule provided within this brochure. The Planning and Zoning Commission typically meets the first Tuesday of every month (with some exceptions) at 6 p.m. at City Hall, 1001 Schroeder Creek Blvd., Wentzville, MO 63385. During this time, staff will process your legal advertisement, notify property owners within 300 feet, review and prepare a recommendation for your request.

### 5. Public Hearing:

At the public hearing, the applicant or their representative will explain the Zoning request to the Planning and Zoning Commission. You should explain exactly what you want to do with the property, and how your development will relate to

the immediate area. This presentation may include your Preliminary Site Plan or Plat. After you speak, the Planning and Zoning Commission Chairman will give any individuals present the opportunity to speak for or against a request. You should keep your comments brief, factual, and to the point. The Planning and Zoning Commission consists of seven members, who are appointed by the Mayor and approved by the Board of Aldermen. The voting members of the Commission consist of citizens from the City of Wentzville. The elected Mayor and one Board of Aldermen member will also be present and participate in the public hearing.

### 6. Planning and Zoning Commission Recommendation:

The Planning and Zoning Commission will make a recommendation of approval or denial on the requested zoning change, which will then be forwarded to the Board of Aldermen (governing body). The Planning and Zoning Commission will make this recommendation the same evening as your public hearing.

### 7. Board Approval or Denial of your request:

The Board of Aldermen typically meets twice a month to conduct normal City of Wentzville business. Board of Aldermen meetings are typically the second and fourth Wednesdays of the month which are held at City Hall. Your Rezoning application is placed on the next available Board of Aldermen Agenda after the Planning and Zoning Commission has recommended approval or denial of your application. Rezoning requests require two readings before the Board of Aldermen. If a Rezoning request is approved, an ordinance is prepared and signed into law. If the request is denied, a

new request (for the same application) may not be made for one calendar year.

### 8. Protest of a Rezoning:

There are several ways to voice opposition to a Rezoning Application. These methods include speaking at the Public Hearings held before the Planning and Zoning Commission or the Board of Aldermen and by pre-sending petitions and letters to the Planning and Zoning Commission and the Board of Aldermen. All are considered in the decision of whether to Rezone the property. In addition, Missouri State Statutes describe protest provisions in Chapter 89 (Planning and Zoning for cities, towns and villages) for owners of property directly affected by a proposed zoning change.

