

**RESOLUTION 2022-11  
(3-1-2022)**

**RESOLUTION BY THE ADMINISTRATION, PERSONNEL, POLICY AND LEGAL  
COMMITTEE OF THE VILLAGE OF STURTEVANT AUTHORIZING A PROCEDURE USED  
IN THE VILLAGE PLAN COMMISSION.**

WHEREAS, Chapter 17 Zoning Code contains information relating to the Village Plan Commission

WHEREAS, Chapter 17.31 (5) allows this Commission to adopt Rules of Procedure

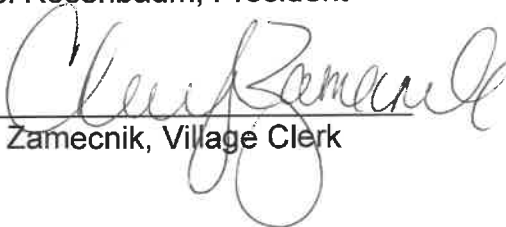
NOW THEREFORE, the Village Board of the Village of Sturtevant, Racine County, Wisconsin does hereby resolve:

1. Items coming before the Commission which were voted on affirmatively have six months to be implemented. Should this not occur, petitioner must reappear before Commission for another vote on said item.

Adopted by the Village Board of the Village of Sturtevant, Racine County, Wisconsin, this 1<sup>ST</sup> day of March 2022.

Village of Sturtevant

By   
Michael Rosenbaum, President

Attest   
Cheryl Zamecnik, Village Clerk

- (c) The 3 citizen members of the Plan Commission shall be appointed for 3 year terms by the Village President, subject to confirmation by the Village Board. If there is no engineer or building inspector, additional citizen members shall be appointed in the same manner so that the Commission has 7 members as provided by law. The additional citizen members, if any, shall be first appointed to hold office for a period ending one year from the succeeding first day of May and thereafter annually during the month of April. Whenever a village engineer is appointed or a full-time building inspector hired, such village engineer or building inspector shall succeed to a place in the Commission when the term of an additional citizen member expires.
  - (d) Vacancies other than ex officio shall be filled by appointment for the remainder of the unexpired term in the same manner as appointment for the full term.
  - (e) The official oath required by §19.01, Wis. Stats., shall be taken by citizen members and filed with the Clerk/Treasurer.
- (2) **POWERS OF PLAN COMMISSION.** The Plan Commission shall have the powers and duties set forth in §62.23, Wis. Stats., and such other powers and duties as shall be vested in it from time to time by law or by the Village Board.
  - (3) **NOTICE OF APPOINTMENT BY VILLAGE CLERK/TREASURER.** As soon as all members of the Commission have been appointed, the Clerk/Treasurer shall give each member a written notice of the appointment. The Commission shall elect a vice-chairman and a secretary and shall keep a written record of its proceedings to include all actions taken, a copy of which shall be filed with the Clerk/Treasurer. Four members shall constitute a quorum.
  - (4) **POWER TO EMPLOY EXPERTS.** The Plan Commission shall have the power to employ experts and such staff as may be necessary and to pay for their services and such other expenses as may be necessary and proper within the limits of the budget established by the Village Board or placed at its disposal through gift and subject to any ordinance or resolution enacted by the Village Board. As far as possible the Commission shall utilize the services of existing Village officials and employees.
  - (5) **ADOPTION OF RULES OF PROCEDURE.** The Plan Commission is hereby authorized to adopt rules governing its own proceedings, including recommending fees to the Village Board, subject, however, to state statutes governing the same. Such procedures shall be approved by resolution of the Village Board before they become effective.

circumstances have changed such that an approved conditional use is no longer consistent with the public health, safety or welfare, the Zoning Administrator, the property owner or any aggrieved party believes that an approved conditional use is subject to termination, such person shall file an application with the Plan Commission to terminate the subject conditional use. A request to terminate an approved conditional use shall be acted upon by the Village utilizing the procedure set forth in subsection (2)(a), provided, however, that the property owner and occupant (if different) of the subject property shall be given personal notice, via personal service or via certified and regular mail at the last known address, of the meetings during which such request shall be considered and further provided that, if requested by the property owner, the Plan Commission shall delay its consideration of the request for up to thirty days, unless the public health, safety or welfare requires more immediate consideration. Any approved use that is in compliance with its approval conditions may be terminated only if the village board determines that continuing the use would pose a substantial and imminent threat to the public health, safety or welfare, which threat could not be adequately alleviated by a modification of the approval conditions. If a conditional use is terminated for any reason, the Zoning Administrator shall send notice of such termination to the property owner and shall cause such notification to be recorded in the Racine County Register of Deeds Office, and the property owner shall bring the property into compliance with then-current zoning within such time as the Zoning Administrator determines is reasonable under the circumstances.

**17.30 [RESERVED].**

**17.31 VILLAGE PLAN COMMISSION.**

- (1) CREATION. A Plan Commission for the Village is hereby created.
  - (a) The Village Plan Commission shall consist of seven members, compromised of: (1) the Village President or, at the President's option, and for the duration of the President's term, the Chairman of the Economic Development and Redevelopment Committee; and, (2) the Village Engineer; and, (3) the Building Inspector (if a full-time Village employee); and, (4) a village trustee; and, (5) 3 citizens. Citizen members shall be persons of recognized experience and qualifications. The Village President, or the Chairman of the Economic Development and Redevelopment Committee in his stead, shall be the presiding officer.
  - (b) The trustee member of the Commission shall be elected by a majority vote of the Village Board each April.