

Village of Almena, WI
Tuesday, July 30, 2024

Chapter 60. Plan Commission

[HISTORY: Adopted by the Village Board of the Village of Almena 3-13-2018 by Ord. No. 2018-2. Amendments noted where applicable.]

§ 60-1. Establishment of Plan Commission.

The Village hereby establishes a Village Plan Commission as permitted by §§ 61.35 and 62.23(1) through (5), Wis. Stats., as may be amended, which are incorporated by reference. Where provisions in this chapter are found to be inconsistent with provisions in the state statutes, the state statutes shall control.

§ 60-2. Membership.

- A. The Plan Commission shall consist of seven appointed members: the Village President, who shall be its presiding officer (or his or her designee); two Village Trustees; and four citizen members.
[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]
- B. The members of the Plan Commission are unpaid and voluntarily committing to a community-driven service.

§ 60-3. Citizen members.

- A. The four citizen members shall be appointed by the Village President for a term of three years, subject to Board approval.
- B. All citizen members shall be persons of recognized experience and qualifications and shall be residents of or business owners or managers within the Village.
- C. Whenever a vacancy shall occur in any citizen member, the citizen member shall hold office until a respective successor is selected and appointed by the Village Board.
- D. A successor shall be appointed for the unexpired term in the manner as set forth above.
- E. A citizen member shall be removed from the Commission and the member's office declared vacant when the member:
 - (1) Fails to attend three successive meetings without excused absences; or
 - (2) No longer resides in, owns or manages a business within the Village limits.

§ 60-4. Record.

- A. The Plan Commission shall keep a written record of its proceedings to include all actions taken.
- B. The Plan Commission shall receive, file, and forward to the Village Clerk-Treasurer all permanent and current records of the Plan Commission, including, but not limited to, all maps, amendments,

conditional uses, variances, appeals, applications, therefor.

[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]

- C. Any records, including agendas and minutes shall be filed with the Clerk-Treasurer.
- D. Four members shall constitute a quorum but all actions shall require the affirmative approval of a majority of all of the members of the Commission.

§ 60-5. Duties and powers.

The Plan Commission shall conduct a study and investigation of all proposed changes and amendments within the corporate limits and shall recommend that the petition be granted as requested, modified, or denied. The recommendation shall be made within 60 days from which the petition is first received and shall be made in writing to the Village Board.

§ 60-6. Matters referred to Plan Commission.

The Village Board or officer of the Village having final authority thereon shall refer to the Plan Commission, for its consideration and report before final action is taken by the Board, public body or officer, the following matters: the location of any statute or other memorial; the location, acceptance, extension, alteration, abandonment, change of use, sale, acquisition of land for or lease of land for any street, alley or other public way, park, playground, area for parking vehicles, or other memorial or public grounds; the location, extension, abandonment or authorization for any public utility whether publicly or privately owned; all plats of lands in the Village or within the territory over which the Village is given platting jurisdiction by Ch. 236, Wis. Stats; the location, character and acquisition of, leasing or sale of lands for public or semipublic housing, or relief of congestion; and amendment or repeal of any land use ordinance.

§ 60-7. Miscellaneous powers.

All public officials shall, upon request, furnish to the Commission, within a reasonable time, such available information as it may require for its work. The Commission, its members, in the performance of its functions, may enter upon any land, make examinations and surveys, and place and maintain necessary monuments and markers thereon. In general, the Commission shall have such powers as may be necessary to enable it to perform its functions and promote municipal planning in cooperation with the Village Board. The Village Board may refer to the Commission for its consideration and recommendations any matter pertaining to the planning and development of land within the Village.

§ 60-8. Review and recommendation.

- A. The Village Clerk-Treasurer shall transit the petition to the Plan Commission.
- B. The Plan Commission shall conduct a study and investigation of all proposed changes and amendments within the corporate limits and shall recommend that the petition be granted as requested, modified, or denied. The recommendation shall be made within 60 days from which the petition is first received and shall be made in writing to the Village Board.
- C. The Village Clerk-Treasurer shall provide due notice of the Plan Commission meeting to the applicant and owners of record of properties which are located within 150 feet of the parcel involved in the application.

§ 60-9. Hearing.

The Village Board shall hold a public hearing upon each proposed change or amendment recommended by the Plan Commission, giving notice of the time, place and the change or amendment proposed by publication of a Class 2 notice under Ch. 985, Wis. Stats., to include a location sketch. The Village Board shall also give at least 10 days' prior written notice to the Village Clerk-Treasurer of any municipality within 1,000 feet of any land to be affected by the proposed change or amendment.

§ 60-10. Village Board action.

Following such hearing and after careful consideration of the Plan Commission's recommendations, the Village Board shall vote on the passage of the proposed change or amendment.

§ 60-11. Protest.

In the event of a protest at the public hearing against such district change or amendment to the regulations of the ordinance, duly signed and acknowledged by the owners of 20% or more either of the areas of the land included in such proposed change, or by the owners of 20% or more of the surrounding land extending 1,000 feet from the parcel to be altered, such changes or amendment shall not become effective except by the favorable vote of 3/4 of the full Village Board membership.

§ 60-12. When effective.

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