Chapter 112. Plan Commission

[HISTORY: Adopted by the Village Board of the Village of Salem Lakes at time of adoption of Code (see Ch. 1, General Provisions, Art. II). Amendments noted where applicable.]

§ 112-1. Membership.

The Plan Commission shall consist of seven members and two alternates. The members shall be citizens of recognized experience and qualifications, appointed by the Village President. The Village President shall also appoint a first alternate member and a second alternate member of the Plan Commission, who shall attend all hearings and other proceedings of the Plan Commission. The first alternate member shall vote whenever any regular member is absent or has a conflict of interest. The second alternate shall vote whenever two or more regular members are absent or have a conflict of interest, or one regular member and the first alternate member are absent or have a conflict of interest.

§ 112-2. Compensation.

The actual and necessary expenses incurred by the Plan Commission in the performance of its duties shall be paid and allowed as in cases of other claims against the Village. The Village Board shall likewise compensate members of said Board at the rate of $55 per meeting.

§ 112-3. Officers.

The Plan Commission shall elect a Chair and a Vice Chair, who shall appoint a Secretary for the Commission.

§ 112-4. Terms of office.

Each member of the Commission shall serve a three-year term, which shall commence May 1 of the year of appointment. The alternate members of the Plan Commission shall serve a one-year term commencing on May 1 of the year of their appointment.

§ 112-5. Vacancies.

The Village President shall promptly appoint a new member or alternate member to fill any mid-term vacancy of the Plan Commission, and the newly appointed member or alternate member shall serve the balance of his or her predecessor's term.

§ 112-6. Rules.

The Plan Commission shall organize and adopt rules for its own government in accordance with the provisions of this chapter.
§ 112-7. Meetings.

A. Regular meetings. Regular meetings of the Plan Commission shall be determined by the recommendation of the Commission Chair and approved by the Commission members. Any regular meeting falling on a legal holiday may be rescheduled.

B. Special meetings. Special meetings of the Plan Commission may be called by the Village President, the Plan Commission Chair, a majority of the Commission or the Village Administrator.

C. All meetings of the Plan Commission shall be open to the public.

§ 112-8. Committees.

Standing and special committees may be appointed by the Commission Chair.

§ 112-9. Quorum.

Four members shall constitute a quorum, but all actions shall require approval of a majority of the full Commission, except a motion to adjourn.

§ 112-10. Records.

A written record shall be kept, showing all actions taken, resolutions, findings, determinations, transactions, and recommendations made, and a copy of such record shall be filed with the Village Clerk as a public record, unless a closed session of the Plan Commission is permitted under § 19.85, Wis. Stats. Records shall not be destroyed except pursuant to law. When necessary, conclusions and orders of the Plan Commission shall be filed with the Kenosha County Register of Deeds office.


The Plan Commission shall have such powers and duties as may be necessary to enable it to perform its functions and promote Village planning. Such powers and duties shall include the following:

A. To employ experts and a staff and to pay for their services, supplies, equipment and such other expenses as may be necessary and proper, not to exceed the appropriations and regulations made by the Village Board.

B. To recommend public improvement programs to the Village Board.

C. To request available information from any public official to be furnished within a reasonable time.

D. To make and adopt master plans, such as but not limited to land use, transportation and other relevant plans for the physical development of the Village, and any amendments thereto, in accordance with § 62.23(2) and (3), Wis. Stats.

E. To hear and decide applications for conditional use permits in accordance with the general and specific rules set out in the Village Zoning Ordinance.

F. To hear and decide applications for site and operational plans and residential development plans in accordance with the Village Zoning Ordinance.
G. To prepare and make recommendations to the Village Board regarding an Official Map, or amendments thereto, in accordance with § 62.23(6), Wis. Stats.

H. To prepare and make recommendations to the Village Board regarding zoning district maps and regulations, and amendments to such maps and regulations, in accordance with § 62.23(7), Wis. Stats.

I. To prepare and make recommendations to the Village Board regarding subdivision and other land division regulations in accordance with § 236.45, Wis. Stats.

J. To make recommendations to the Village Board relating to any changes or amendments related to incorporations, annexations or consolidations affecting the Village.

K. To make recommendations to the Village Board and the Community Development Authority related to any redevelopment plans or amendments thereto.

L. To prepare and make recommendations to the Village Board on any changes or amendments to Village ordinances as may be requested by the Village Board.

M. To prepare and make recommendations to the Village Board regarding the location and architectural design of any public building or vacation, 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 as may be requested by the Village Board.

N. To consider and report or make recommendations on all matters referred to the Plan Commission.

O. To initiate, by resolution, a request for amendments and changes to the Village Zoning Ordinance.

§ 112-12. Conflict of interest.

Any member of the Plan Commission having a conflict of interest in any matter coming before the Commission shall refrain from any voting or discussion either prior to, at or after the matter has been heard by the Plan Commission.