

**Resolution No. 05142024-1 Amending Procedures for Town of Walworth Re-zones, Variances, Plat Approvals (including Certified Survey Maps), Conditional Use Applicants, and Amendments**

For all matters regarding zoning, variances, conditional use, platting, amendments (including certified survey maps) the following are the requirements for both the applicants and the Town:

1. The applicant must submit its application (the application he/she/it has filed with Walworth County) or a narrative of what the applicant is intending to accomplish to the Town Clerk-Treasurer **30 days** prior to the meeting date along with the signed Professional Services Reimbursement Agreement.
2. The applicant must submit the current fee(s) to the Town Clerk-Treasurer for re-zone, variances, plats and amendments (including certified survey maps). The processing of the application together with **10 copies** of the application/narrative/reimbursement agreement, survey, if required, and any other documentation deemed necessary by the applicant 30 days prior to the meeting date.
3. Following receipt of the application, reimbursement agreement and current fees by the Town Clerk-Treasurer, the Town Chairperson shall review the application and may request the Town Plan Commission hold a public hearing prior to making their recommendation. In the event the Town Chairperson refers the application to the Plan Commission for public hearing prior to making their recommendation, the Plan Commission shall hold the public hearing at its next regularly scheduled meeting following proper notice.
4. In the matter of rezones and conditional use applications, the Town Clerk-Treasurer shall provide a standard sign(s) to be posted on the property in a prominent location visible from all public roadways that adjoin the property at least 10 days before the public hearing/recommendation. The applicant will need to put a deposit of \$250.00 down per sign. If said signs are returned undamaged within 14 days after the Town Board’s decision is made, the deposit will be refunded.
5. At the public hearing, all those in favor and against the applicant's request shall have an opportunity to speak. The Plan Commission Chairperson, in his/her discretion, may limit the time a person can speak if he/she deems there is a special circumstance for such limitation. Once all persons have had an opportunity to speak, the Plan Commission will then deliberate on the matter.
6. If the public hearing is held before the Plan Commission, immediately following the close of the public hearing the Plan Commission shall take sufficient time to deliberate and ask questions of all parties involved and shall then reach a decision on recommendation to the Town Board. The decision shall be to a recommendation in favor of the application, against the application, or a recommendation to table the application to allow additional time to gather information necessary to make a recommendation for or against. Upon receipt of the reported recommendation of the Plan Commission, the Town Board shall take action on the application with the time required by law.
7. In the event the public hearing is held before the Town Board, immediately following the close of the public hearing the Town Board shall take sufficient time to deliberate and ask questions of all parties involved. The Town Board shall consider the recommendation of the Plan Commission and take action on the application with the time required by law.
8. The Town Clerk-Treasurer shall notify Walworth County Land Use and Resource Department and/or other appropriate government agency of the decision made by the Town Board.

Adopted this 14<sup>th</sup> day of May 2024.

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/s/  
David J. Rowbotham, Chairman

Attest:

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/s/  
Marie Baker, Clerk-Treasurer