

APPENDIX A

Professional Services to be provided:

- County staff serves as planning liaison at various meetings, including monthly Village Board, Planning Commission and Board of Appeals (BOA) meetings; assist in preparing legal notices, agendas and minutes - online availability;
- Administration of the General Zoning and Shoreland/Floodplain Zoning Ordinance; Multi-Jurisdictional Comprehensive Plan for Kenosha County: 2035 Ordinance, Non-Metallic Mining Restoration Ordinance, and Sanitary Code and Private Sewage System Ordinance**;
- Issuance of Zoning Permits for code compliant structures, review of Occupancy Permit for code compliant home occupations, temporary uses, new business uses and maintenance of all files thereto;
- Conditional Use and Rezoning petitions, assist in processing petitions, assist in processing legal notices for petitions as public hearing items, draft proposed conditions and assist in drafting resolutions of approval for conditional use petitions and assist in drafting ordinances for rezoning approvals;
- Comprehensive Plan map and text amendments, assist in processing the petitions, assist in processing legal notices for all petitions as public hearing items and assist in drafting resolutions and ordinances;
- Variance petitions, temporary use permit applications and administrative appeal petitions, assist in processing the petitions, assist in processing legal notices for all petitions as public hearing items;
- Land Division by Subdivision Plat, Condominium Plat or Certified Survey Map (CSM) reviews (in compliance with State Statute Chapter 236), assist in processing the petitions, assist in processing legal notices for all petitions as public hearing items, assist in drafting resolutions and ordinances;
- Site Plan reviews, draft conditions of approval and all files attendant thereto;
- Private On-site Wastewater Treatment Systems (POWTS)**;
- Issuance of Non-Metallic Mining & Reclamation permits;
- Zoning violations investigations and written orders;
- Issuance of Stipulated Shoreland Permits;
- Administration of Farmland Preservation and Soil and Water Resource Management Programs;
- Buildability, Re-Buildability, Zoning Verification, Floodplain Determination letters and Release of Waiver Liability reviews;
- Service Village residents by phone and on a walk-in basis, provide copies of topographic, aerial and zoning maps as well as special reports via the Kenosha County Department of Planning & Development office during regular business hours; Maintain parcel folder and parcel information repository. Digitally archive all new and historic parcel data using Trakit – a permit and project tracking software ;
- Interactive Mapping Zoning and Comprehensive Plan Data hosting;
- Other mapping services on a time and materials basis.

** (This service is provided by Kenosha County per State Codes).