

CHAPTER 14

TOWN PLANNING COMMISSION

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14.01 PURPOSE

The Town Board creates a Town Planning Commission to assist the Town Board in future planning for the Town and said commission shall operate within the statutory framework of Wis. Stats. Sec. 62.23.

14.02 TOWN PLANNING COMMISSION

(1) The Town Planning Commission shall consist of a minimum of seven members, one or two of whom may be Town Board members and shall be an advisory board under the provisions of Wis. Stats. Sec. 62.23.

(2) All appointments of citizen members shall be made by the Town Board and citizen members shall hold office for a three year term. The initial appointment of citizen members and annual appointments of citizen members thereafter shall be staggered so that each year citizen members are appointed by the Town Board. Appointments shall be made in April for each term which shall expire on the 1st day of May.

(3) All appointees to the commission shall be residents of the Town of Center.

(4) The Planning Commission shall elect a chairperson, vice-chairperson and secretary each year after new members are appointed. The term of office for said positions shall be one year.

(5) If a vacancy occurs on the commission, the Town Board shall appoint a person to serve for the remainder of the term.

14.03 DUTIES

The Town Planning Commission shall have all of the rights, duties and obligations established for it pursuant to Wis. Stats. Sec. 62.23 and shall operate within the rules of that statute and the interpretations thereof.

14.04 POWERS OF THE PLANNING COMMISSION OFFICERS

(1) Chairperson:

- a. Presides over all meetings of the Commission

- b. Call special meetings of the Commission as required
- c. Sign documents authorized by the Commission and the Town Board
- d. Conduct all Commission meetings in accordance with Parliamentary Law

(2) Vice-Chairperson:

During the absence, disability or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all responsibilities of the Chairperson.

(3) Recording Secretary-Planning Coordinator: (may be the Town Clerk)

- a. Keep minutes of all meetings of the Commission in an Appropriate minute book
- b. Give or serve all notices required by law
- c. Prepare the agenda for all meetings of the Commission
- d. Be custodian of Commission records
- e. Inform the Commission of correspondence relating to business of the Commission and distribute such correspondence
- f. Handle funds allocated to the Commission in accordance with its Directives, the law, and Town regulations
- g. Co-sign official documents as required by the Commission and the Town Board