

Chapter 4

Boards, Commissions and Committees

2-4-1 Board of Review

2-4-2 Zoning Board of Appeals

2-4-3 Plan Commission

2-4-4 Library Board

2-4-5 Police Committee

2-4-6 General Provisions Regarding Meetings and Public Notice

2-4-7 Residency Required for Service on Boards and Commissions; Attendance Standards

Sec. 2-4-1 Board of Review

- (a) **Composition.** The Board of Review shall be composed of the Village President, Clerk-Treasurer and three (3) Village Trustees. The Village Clerk-Treasurer shall serve as Clerk of the Board of Review. The Assessor shall attend all meetings of the Board of Review, but shall not vote.
- (b) **Compensation.** The members of the Board of Review shall receive compensation as determined by ordinance.

Sec. 2-4-2 Zoning Board of Appeals

- (a) **Establishment.** A Zoning Board of Appeals shall be appointed and governed by the State zoning enabling law as contained in Sec. 62.23, Wis. Stats., the Village Zoning Code and ordinances and this Section. The laws of the State or Village and local ordinances shall prevail in that order. The Zoning Board of Appeals shall consist of five (5) citizen members and may have two (2) alternate members, appointed by the Village President subject to confirmation by the Village Board, for a three (3) year term of office. The members shall be removable by the Village Board for cause upon written charges and upon public hearing. The members shall elect their Chairperson.
- (b) **Powers.** The Zoning Board of Appeals shall have the following powers:
 - (1) To hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an administrative official in the

enforcement of any Village Zoning Code or any ordinance adopted under Sections 62.23, 61.35 or 62.231 (wetlands), 87.30 or 144.26 (flood plains) or Chapter 91 (farmland preservation), Wis. Stats.

- (2) To hear and decide special exceptions to the terms of the Village zoning and floodplain zoning regulations upon which the Board of Appeals is required to pass.
- (3) To authorize, upon appeal in specific cases, such variance from the terms of the Village zoning regulations as will not be contrary to the public interest, where owing to special conditions, a literal enforcement will result in practical difficulty or unnecessary hardship, so that the spirit of the Zoning Code shall be observed, public safety and welfare secured and substantial justice done; provided, however, that no such action shall have the effect of establishing in any district a use or uses not permitted in such district. The Zoning Board of Appeals shall not grant use variances in floodplain or wetland and conservancy districts. In all other districts, no use variance shall be granted unless the applicant has first petitioned for a zoning amendment or a conditional use permit, if applicable and upon a showing that no lawful and feasible use of the subject property can be made in the absence of such variance.
- (4) To permit the erection and use of a building or premises in any location subject to appropriate conditions and safeguards in harmony with the general purposes of the Zoning Code, for such purposes which are reasonably necessary for public convenience and welfare.
- (5) The Zoning Board of Appeals may reverse or affirm wholly or in part or may modify any order, requirement, decision or determination as in its opinion ought to be made in the premises. The concurring vote of four (4) members of the Zoning Board of Appeals shall be necessary to reverse any order, requirement, decision or determination appealed from or to decide in favor of the applicant on any matter on which it is required to pass, or to effect any variation in the requirements of the Zoning Code. The grounds of every such determination shall be stated and recorded. No order of the Zoning Board of Appeals granting a variance shall be valid for a period longer than six (6) months from the date of such order unless the land use permit is obtained within such period and the erection or alteration of a building is started or the use is commenced within such period.

(c) **Meeting and Rules.**

- (1) All meetings and hearings of the Zoning Board of Appeals shall be open to the public. The final vote on an appeal shall be taken in open session by roll call vote,

recorded and open for public inspection in the Clerk's office. Public notice of all regular and special meetings shall be given to the public and news media as required by the Wisconsin Open Meeting Law.

- (2) Special meetings may be called by the Chairman or by the Secretary at the request of two (2) members. Notice of a special meeting shall be mailed to each member at least forty-eight (48) hours prior to the time set for the meeting, or announcement of the meeting shall be made at any meeting at which all members are present.
 - (3) Hearings may be held at any regular or special meeting at the time set by the Chairman.
 - (4) A quorum for any meeting or hearing shall consist of four (4) members, but a lesser number may meet and adjourn to a specified time.
 - (5) The Board shall keep minutes of its proceedings, showing the vote of each member upon each question, or, if absent or failing to vote, indicating such fact, and shall keep records of its examination and other official actions, all of which shall be immediately filed in the office of the Village Clerk-Treasurer and shall be public record. The Board shall adopt its own rules of procedure not in conflict with this Code of Ordinances or with the applicable Wisconsin Statutes.
 - (6) No Board member shall participate in the decision of or vote upon any case in which the member is financially interested, directly or indirectly, but the Chairman shall direct an alternate member to act instead. Disqualification of a member for interest shall not decrease the number of votes required for acting upon any matter, but such member may be counted in determining whether a quorum is present for the transaction of business.
- (d) **Offices.** The Village Board shall provide suitable offices for holding hearings and the presentation of records, documents, and accounts.

State Law Reference: Sec. 62.23(7)(e), Wis. Stats.

Sec. 2-4-3 Plan Commission

- (a) **Composition.** The Village Plan Commission shall consist of five (5) members who shall be the following: The Village President, who shall be its presiding officer, a Village Trustee and three (3) citizen members.
- (b) **Appointment.**
 - (1) **Trustee Member.** The Trustee member shall be annually appointed by a two-thirds (2/3) vote at the organizational meeting of the Village Board.

(2) **Citizen Members.**

a. The three (3) citizen members shall be appointed by the Village President for staggered terms of three (3) years, subject to Village Board approval.

b. All citizen members shall be persons of recognized experience and qualifications and shall hold office until their respective successors are selected and qualified. Whenever a vacancy shall occur in any citizen member, a successor shall be appointed for the unexpired term in the manner as set forth above.

(c) **Record.** The Plan Commission shall keep a written record of its proceedings to include all actions taken, a copy of which shall be filed with the Village Clerk-Treasurer. 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.

(d) **Duties.**

(1) **The Master Plan.**

a. The Plan Commission shall make, adopt and, as necessary, amend, extend or add to the master or comprehensive plan, subject to Village Board confirmation, for the physical development of the Village including areas outside of its boundaries which, in the Plan Commission's judgment, bear relation to the development of the Village. The master or comprehensive plan, with the accompanying maps, plats and descriptive and explanatory matter, shall show the Commission's recommendations for such physical development, and may include, among other things without limitation because of enumeration, the general location, character and extent of streets, highways, freeways, street grades, roadways, walks, parking areas, public places and areas, parks, parkways, playgrounds, sites for public buildings and structures, and the general location and extent of sewers, water conduits and other public utilities whether privately or publicly owned, the acceptance, widening, narrowing, extension, relocation, removal, vacation, abandonment or change of use of any of the foregoing public ways, grounds, places, spaces, buildings, properties, utilities, routes or terminals, the general location, character and extent of community centers and neighborhood units, and a comprehensive zoning plan.

b. The Plan Commission may adopt the master plan as a whole by a single resolution, or, as the work of making the whole master plan progresses, may from time to time by resolution adopt a part or parts thereof, any such part to correspond generally with one or more of the functional subdivisions of the subject matter of the plan. The adoption of the plan or any part, amendment or addition, shall be by resolution carried by the affirmative votes of not less than a majority of all the members of the Plan Commission, subject to confirmation by

the Village Board. The resolution shall refer expressly to the maps, descriptive matter, and other matters intended by the Commission to form the whole or any part of the plan, and the action taken shall be recorded on the adopted plan or part thereof by the identifying signature of the secretary of the Plan Commission, and a copy of the plan or part thereof shall be certified to the Village Board. The purpose and effect of the adoption and certifying of the master plan or part thereof shall be solely to aid the Plan Commission and the Village Board in the performance of their duties.

- (2) **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 statue or other memorial; the location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition of land for or lease of land for any street, alley or other public way, park, playground, airport, 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 Chapter 236, Wis. Stats.; the location, character and extent or acquisition, leasing or sale of lands for public or semi-public housing, slum clearance, relief of congestion, or vacation camps for children; and the amendment or repeal of any land use ordinance.
- (3) **Miscellaneous Powers.** The Plan Commission may make reports and recommendations relating to the plan and development of the Village to public officials and agencies, civic, educational, professional or other organizations and citizens. It may recommend to the Village Board, programs for public improvements and the financing thereof. All public officials shall, upon request, furnish to the Plan Commission, within a reasonable time, such available information as it may require for its work. The Plan Commission, its members and employees, 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 Plan 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 recommendation any matter pertaining to planning and development of land within the Village. .
- (e) **Oath.** Citizen members shall take the official oath required by Sec. 19.01, Wis. Stats., which shall be filed with the Village Clerk-Treasurer.

- (f) **Budget.** The Plan Commission shall have the power to employ experts and such staff as may be necessary, and to pay for their services and such other expenses as may be necessary and proper, within the limits of the budget established by the Village Board, or placed at its disposal through gift, and subject to any ordinance or resolution enacted by the Village Board. As far as possible, the Commission shall utilize the services of existing Village officials and employees.
- (g) **Rules of Procedure; Report.** The Plan Commission is hereby authorized to adopt rules governing its own proceedings. The Plan Commission shall make reports as needed in writing to the Village Board of its transactions and expenditures, if any, for the preceding month, with such general recommendations as to matters covered by its prescribed duties and authority as seem proper.

State Law Reference: Sections 61.35, 62.23, and Chapter 236, Wis. Stats.

Sec. 2-4-4 Library Board

(a) **Organization; Terms.**

- (1) There is hereby created, pursuant to Chapter 43 of the Wisconsin Statutes, a municipal Library Board for the Village consisting of seven (7) members. Membership shall consist of one (1) Village Trustee and six (6) citizens appointed by the Village President, subject to confirmation by the Village Board.
 - (2) Terms of such members shall be from May 1st in the year of their appointment and thereafter each regular appointment shall be for a term of five (5) years. Not more than one (1) member of the Village Board shall at any one time be a member of the Library Board. The Trustee member shall be appointed annually by the Village President, subject to confirmation by the Village Board. The Village President shall appoint as one of the Library Board members the school district administrator, or his/her representative, to represent the public school district or districts in which the library is located.
 - (3) A majority of the membership of the Library Board shall constitute a quorum.
 - (4) As soon as practicable after the first appointments, at a date and place fixed by the appointing officer, and annually thereafter, within thirty (30) days after the time designated in this Section for the beginning of terms, the members of the Library Board shall organize by election from among their number a President and such other offices that they deem necessary to prescribe and adopt rules and regulations for the operation of the library.
- (b) **Duties and Powers.** The Library Board shall have the duties and powers as prescribed by Ch. 43, Wis. Stats. , and more particularly set forth in Sec. 43.58, Wis. Stats.

State Law Reference: Sections 43.54 and 43.58, Wis. Stats.

Sec. 2-4-5 Police Committee

- (a) **Established.** A committee consisting of three (3) persons and one (1) alternate shall be and hereby is established as the Police Committee of the Village in accordance with Sec. 61.65, Wis. Stats., and for the sole purpose of acting under Sec. 62.13(5), Wis. Stats. None of the Committee members nor the alternate committee member may be an elected or appointed official or an employee of the Village.
- (b) **Composition.** Committee members shall be appointed by the Village President, with confirmation by the Village Board. Of the three (3) regular members initially appointed, the term for one (1) member shall be for one (1) year, the term of the second (2nd) member shall be for two (2) years, and the term of the third (3rd) member shall be for three (3) years. Thereafter, each successor appointee shall be appointed for a term of three (3) years. An alternate member to the Committee who shall serve in the event a Committee member is unavailable to act shall also be appointed in the same manner as regular Committee members. The alternate shall be appointed specifically as such and shall be appointed for a term of three (3) years. The members of the Committee shall annually appoint one of their regular members as Chairperson and another as secretary of the Committee.
- (c) **Compensation.** The members of the Police Committee shall receive compensation as determined by ordinance.

Sec. 2-4-6 General Provisions Regarding Meetings and Public Notice

(a) **Regular Meetings; Public Notice.**

- (1) Every Board, Committee and Commission created by or existing under the ordinances of the Village shall:
 - a. Schedule a date, time and place for its meetings;
 - b. Post, or when necessary publish notice in or notify the official Village newspaper in advance of each such regular meeting of the date, time, and place thereof, in compliance with state law, thereof; and/or
 - c. Post and/or publish an agenda of the matters to be taken up at such meeting.
- (b) **Notice to Members.** Every member of any Board, Commission or Committee of the Village shall be notified by the Village Clerk thereof that a meeting is to be held, and the

time and place of such meeting and the subject to be considered thereat. No member shall be intentionally excluded from any meeting by a failure to give proper notice or a reasonable attempt to give proper notice to such member.

- (c) **Special Meetings.** Nothing in Subsection (a) shall preclude the calling of a special meeting or dispensing with the publication of notice or such posting of the agenda, for good cause, but such special meetings shall nonetheless comply in all respects with the provisions of Sections 19.81 and 19.89, Wis. Stats.
- (d) **Minutes to Be Kept.** Every Board, Commission and Committee shall keep a record of the minutes of its proceedings and shall cause a signed copy thereof to be filed with the Village Clerk-Treasurer within three (3) weeks of the meeting date.

Sec. 2-4-7 Residency Required for Service on Boards or Commissions; Attendance Standards

- (a) **Residency.** Except for some seats on the Library Board and Ad Hoc Park Improvement Committee, no person not a resident of and not residing in the Village shall be appointed in a voting capacity to any Board, Committee or Commission. Any Board or Commission member who moves from the Village shall be removed from such Board or Commission, but may be appointed to serve in an ex officio capacity.
- (b) **Attendance Standard.** Members of Board, Committees and Commissions are required to attend a minimum of two-thirds (2/3) of the meetings in each six (6) month period of their respective bodies, unless excused by the membership of their body. Failure to comply with this Subsection may result in the removal and replacement of the official found to be in noncompliance.