

TOWN OF BROOKLYN, GREEN COUNTY, WI

ORDINANCE # 2.3

Title: PLAN COMMISSION ORDINANCE

Adopted: 03/24/2015

This ordinance supersedes ordinance # 2012-0409-03 entitled "PLAN COMMISSION" with a change in **numbering, format** and **wording** but no change in substance.

The Town Board of the Town of Brooklyn, Green County, Wisconsin, does ordain as follows:

Section 1. Title

This ordinance is entitled the "Town of Brooklyn Plan Commission Ordinance."

Section 2. Purpose

The purpose of this ordinance is to establish a Town of Brooklyn Plan Commission and set forth its organization, powers and duties, to further the health, safety, welfare and wise use of resources for the benefit of current and future residents of the Town and affected neighboring jurisdictions, through the adoption and implementation of comprehensive planning with significant citizen involvement.

Section 3. Authority: Establishment (7-Member)

The Town Board of the Town of Brooklyn has been authorized by residents at the town meeting under sec. 60.10(2)(c), Wis. Stats., to exercise village powers, and the Town has a population of less than 2,500, according to the most recent regular or special federal census, sec. 990.01(29), Wis. Stats. The Town Board hereby exercised village powers under sec. 60.22(3), Wis. stats., and establishes a seven (7) member Plan Commission under secs. 60.62(4), 61.35 and 62.23, Wis. Stats. The Plan Commission shall be considered the "Town Planning Agency" under secs. 236.02(13) and 236.45, Wis. Stats., which authorize, but do not require, Town adoption of a subdivision or other land division ordinances.

Section 4. Membership (7-Member)

The "Town Plan Commission" shall consist of seven (7) members all of whom shall be appointed by the Town Board. The presiding officer may be any of the seven (7) Plan Commission members.

Section 5. Appointments

The Town Board shall appoint the members of the Plan Commission in the month of April. In a year in which any Town Board member is elected at the spring election, any appointment or designation by the Town Board shall be made after the election. Any citizen appointed to the Plan Commission shall take and file the oath of office within five (5) days of notice of appointment, as provided under secs. 19.01 and 60.31, Wis. Stats.

Section 6. Terms of Office

The term of office for the Plan Commission Chairperson and each Commission member shall be for a period of 3 years, ending on the second Monday in April, or until a successor is appointed and qualified, except:

(1) Initial Terms. If the initial appointments to the Plan Commission are made during April, the

citizen members shall be appointed for staggered terms as follows: three (3) persons for a term that expires in three (3) years; two (2) persons for a term that expires in two (2) years and two (2) persons for a term that expires in one (1) year. If the initial appointments are made after April, the specified term shall expire as if appointed on the previous 2nd Monday of April.

(2) Town Board Member or Chairperson. The Plan Commission member who is a Town Board member or Town Board Chairperson, including a person designated the Plan Commission Chairperson, shall serve for a period of two (2) years, as allowed under sec. 66.0501(2), Wis. Stats., concurrent with his or her term on the Town Board, except an initial appointment made after the 2nd Monday in April shall be for a term that expires two (2) years from the previous 2nd Monday in April.

Section 7. Vacancies

A person who is appointed to fill a vacancy on the Plan Commission shall serve for the remainder of the term.

Section 8. Compensation: Expenses

The Town Board of the Town of Brooklyn hereby sets a per diem allowance of 15 per meeting for members of the Plan Commission, as allowed under sec. 66.0501(2), Wis. Stats. In addition, the Town Board may reimburse reasonable costs and expenses, as allowed under sec. 60.321, Wis. Stats.

Section 9. Experts & Staff

The Plan Commission may, under sec. 62.23(1), Wis. Stats., employ experts and staff, and pay for their services and necessary and proper expenses, within the limits of any appropriation made to the Commission by the Town Board for such purposes.

Section 10. Rules: Records

The Plan Commission, under sec. 62.23(2), Wis. Stats., may adopt rules for the transaction of its business, subject to Town ordinances, and shall keep a record of its resolutions, transactions, findings and determinations, which shall be a public record under secs. 19.21-19.39, Wis. Stats.

Section 11. Chairperson & Officers

(1) Chairperson. The Plan Commission shall elect, by open vote or secret ballot under sec. 19.88(1), Wis. Stats., a Chairperson to serve a term as provided in sections 5 and 6 of this ordinance. The Chairperson shall, subject to Town ordinances and Commission rules, provide leadership to the Commission; preside at Commission meetings and hearings; set meeting and hearing dates and agendas, and ensure that the laws are followed.

(2) Vice Chairperson. The Plan Commission may elect, by open vote or secret ballot under sec. 19.88(1), Wis. Stats., a Vice Chairperson to act in the place of the Chairperson when the Chairperson is absent or incapacitated for any cause.

(3) Secretary. The Plan Commission shall elect, by open vote or secret ballot under sec. 19.88(1), Wis. Stats., one of its members to serve as Secretary, or, with the approval of the Town Board, designate the Town Clerk or other Town officer or employee as Secretary.

Section 12. Type of Function

- 1) The Plan Commission shall apply the Green County Comprehensive Planning process to update and refine the Town of Brooklyn's current Land Use Plan to a Town of Brooklyn Comprehensive Plan as described in secs. 62.23 and 66.1001, Wis. Stats.
- 2) The Plan Commission shall implement and enforce the Town of Brooklyn Comprehensive Plan.
- 3) The Plan Commission will recommend to the Town Board any updates or revisions to the Town's Land Division Ordinance, Ordinance No. 6-7-93 or other ordinances currently in

- place.
- 4) In addition, the Plan Commission shall continue to review all requests for division of land as per Section VII of the Town of Brooklyn Land Division Ordinance No. 6-7-93 and to report its recommendations to the Town Board.
 - 5) It shall further be the function and duty of the Plan Commission to accept specific requests for information and/or assistance from the Town Board and to report its findings and/or recommendations to the Town Board within the time period set forth by the Town Board.

Section 13. General & Miscellaneous Powers

The Plan Commission, under sec. 62.23(4), Wis. Stats., shall have the power:

- (1) Necessary to enable it to perform its functions and promote Town planning.
- (2) To make reports and recommendations relating to the plan and development of the Town to the Town Board, other public bodies, citizens, public utilities and organizations.
- (3) To recommend to the Town Board programs for public improvements and the financing of such improvements.
- (4) To receive from public officials, within a reasonable time, requested available information required for the Commission to do its work.
- (5) For itself, its members and employees, in the performance of their duties, to enter upon land, make examinations and surveys, and place and maintain necessary monuments and marks thereon. However, entry shall not be made upon private land, except to the extent that the private land is held open to the general public, without the permission of the landowner or tenant. If such permission has been refused, entry shall be made under the authority of an inspection warrant issued for cause under sec. 66.0119, Wis. Stats., or other court-issued warrant.

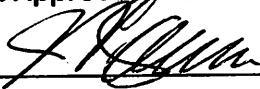
Section 14. Town Comprehensive Planning: General Authority & Requirements

The Plan Commission shall make and adopt a comprehensive plan under secs 62.23 and 66.1001, Wis. Stats. which contains the elements specified in sec. 66.1001(2), Wis. Stats, and follows the procedures in sec. 66.1001(4), Wis. Stats.

Section 15. Effective Date

Following passage by the Town Board, this ordinance shall take effect the day after the date of publication or posting as provided by sec. 60.80, Wis. Stats.

Revised Format Approved March 24th, 2015 by Town Board of Supervisors.

Chairman: 
James Scrivner

Dated: 3/26/2015

Attested: 
Dan Meixelsperger, Clerk