

**MODEL RULES OF PROCEDURE FOR TOWN PLAN COMMISSIONS  
(For Towns that Have Adopted Village Powers)**

**SECTION 1.00 ESTABLISHMENT**

The Town Plan Commission of the Town of \_\_\_\_\_, Wisconsin, will be governed by Sections 60.62, 61.35, and 62.23 of the Wisconsin Statutes and Town Ordinance No. \_\_\_\_\_ creating the Plan Commission.

**SECTION 2.00 OFFICERS AND COMMITTEES**

- A. **The Chair** of the Commission will be the Town Chair, who will preside at the meetings of the Commission, supervise the work of the Secretary, and decide all points of procedure unless otherwise directed by a majority of the Commissioners present.
- B. **The Vice-Chair** will be appointed by the Chair at the first meeting of the Commission in May of each year.
- C. **A Secretary** will be appointed by the Chair at the first meeting of the Commission in May of each year. The Secretary will prepare all correspondence for the Commission; receive and file all referrals, applications, papers, and records; prepare, publish, and mail all notices required; and prepare and keep all minutes and records of the Commission's proceedings.
- D. **The Town Zoning Administrator** or Building Inspector will attend all meetings for the purpose of providing technical assistance when requested by the Commission.
- E. **Standing or Special Committees** may be appointed by the Chair.

**SECTION 3.00 MEETINGS**

- A. **Meetings Will Be Held Monthly**, if needed. The Commission hereby establishes a regular meeting day of \_\_\_\_\_ (for example, the third Thursday of each month), at \_\_\_\_\_ (time). Meetings will be held at \_\_\_\_\_ (place).
- B. **Special Meetings** may be called by the Town Chair or upon the written request of four members of the Commission to the Chair. Notice of special meetings will be provided to all Commission members and posted at least 24 hours prior to the special meeting.
- C. **All Meetings** will be open to the public.
- D. **Closed Sessions.** The Commission may go into closed session for the purposes enumerated in Section 19.85 of the Wisconsin Statutes.
- E. **A Quorum** will be four members.
- F. **The Order of Business** at meetings will be substantially as follows:
  - 1. Call to order.
  - 2. Roll call and declaration of a quorum.

3. Reading and approval of minutes from the previous meeting.
4. Communications and reports.
5. Unfinished business.\*
6. Review of Land Divisions.
7. Review of Rezoning Petitions.
8. Review of applications for conditional use permits.
9. Referrals from the County Zoning Board of Adjustment or the Town Board of Appeals.
10. Referrals from the Town Board.
11. New business.\*
12. Adjournment.

- G. **Minutes** of the proceedings and a record of all actions will be kept by the Secretary, recording all motions, the vote of each member upon each motion, the reasons for the Commission's determination, and its findings. These records will be immediately filed with the Town Clerk and will be a public record.

## **SECTION 4.00 HEARINGS**

- A. **Notice** of the time, date, and place of hearings required for petitions for changes and amendments to the Town's comprehensive plan, plan components, zoning ordinance text or map, official map, subdivision ordinance, and applications for conditional use permits or subdivision approval will be published in the official newspaper or posted, as required by State Statutes, and will be mailed to Commission members, the Zoning Administrator, applicant, and those parties specified in the applicable Town ordinance.
- B. **Appearances.** The applicant may appear in person or be represented by an agent. In the absence of an appearance by the applicant or agent for or against any petition or application, the Commission may table or take action to deny, authorize, or make the recommendation to deny or grant the petition or application.
- C. **The Order of Business** at hearings will be substantially as follows:
1. Introduction by the Chair.
  2. Explanation by the planning or zoning staff.
  3. Hearing of the applicant or agent.
  4. Report and recommendation by the planning or zoning staff.
  5. Hearing of interested parties.
  6. Response of the applicant or agent.
  7. Response of any opposition.
- D. **Form.** The final disposition of all petitions or applications will be in the form of a written resolution signed by the Commission Chair and Secretary and attached to the minutes. Such resolution will show the reasons for the Commission's determination and its findings.
- E. **Conditions** imposed with respect to any conditional use permit will be stated in the minutes embodying the Commission's decision and will also be set forth upon the permit. Such permit will be valid only as long as the conditions upon which it is granted are observed.

**SECTION 5.00 AMENDMENTS**

These Rules of Procedure may be amended, suspended, or revoked by a majority vote of the full Commission at any meeting.

**SECTION 6.00 CONFLICT**

Whenever any conflict occurs between these Rules of Procedure and the laws of the State of Wisconsin or ordinances of the Town, the State laws and the Town ordinances will prevail.

**SECTION 7.00 EFFECTIVE DATE**

These Rules of Procedure will be effective upon adoption by a majority of the full Commission and filing with the Town Clerk.

\_\_\_\_\_
Chair

\_\_\_\_\_
Secretary

Date Adopted \_\_\_\_\_

Date Filed \_\_\_\_\_

*\*Note: Meeting agendas and public notices should specify projects being reviewed under "Unfinished Business" and "New Business" in order to comply with open meeting requirements.*

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