

**SEWRPC MODEL RULES OF GOVERNANCE
FOR TOWN PLAN COMMISSIONS**

SECTION 1.00 ESTABLISHMENT

The Town Plan Commission of the Town of _____, Wisconsin, shall be governed by Section 62.23 of the Wisconsin Statutes and Town Ordinance No. _____ creating the Plan Commission.

SECTION 2.00 OFFICERS AND COMMITTEES

- A. The Chairperson shall be the Town Chairperson, who shall 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-Chairperson shall be appointed by the Chairperson at the first meeting of the Commission in May of each year.
- C. The Secretary shall be appointed by the Chairperson at the first meeting of the Commission in May of each year. The Secretary shall 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 shall 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 Chairperson.

SECTION 3.00 MEETINGS

- A. Meetings Shall 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 shall be held at _____ (place).
- B. Special Meetings may be called by the Town Chairperson or upon the written request of four members of the Commission to the Chairperson. Notice of special meetings shall be provided to all Commission members and posted at least 24 hours prior to the special meeting.
- C. Meetings Shall be Open to the public.
- D. Closed Sessions. The Commission may go into closed executive session for the purposes enumerated in Section 19.85 of the Wisconsin Statutes.
- E. A Quorum shall be four members.
- F. The Order of Business at meetings shall 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.
5. Review of Land Divisions.
6. Review of Rezoning Petitions.
7. Review of applications for conditional use permits.
8. Referrals from the County Zoning Board of Adjustment or the Town Board of Appeals.
9. Referrals from the Town Board.
10. New Business.
11. Miscellaneous.
12. Adjournment.

- G. Minutes of the proceedings and a record of all actions shall be kept by the Secretary, showing the vote of each member upon each question, the reasons for the Commission's determination, and its findings. These records shall be immediately filed with the Town Clerk and shall 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 shall be published in the official newspaper or posted, as required by law, and shall 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 shall be substantially as follows:
1. Introduction by the Chairperson.
 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 property owners or citizens.
 6. Response of the applicant or agent.
 7. Response of any opposition.
- D. Form. The final disposition of all petitions or applications shall be in the form of a written resolution signed by the Commission Chairperson and Secretary and attached to the minutes. Such resolution shall show the reasons for the Commission's determination and its findings.
- E. Conditions imposed with respect to any conditional use permit shall be stated in the minutes embodying the Commission's decision and shall also be set forth upon the permit. Such permit shall be valid only as long as the conditions upon which it is granted are observed.

SECTION 5.00 AMENDMENTS

These Rules of Governance 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 Governance and the laws of the State of Wisconsin or ordinances of the Town, the State laws and the Town ordinances shall prevail.

SECTION 7.00 EFFECTIVE DATE

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

Chairperson

Secretary

Date Adopted _____

Date Filed _____

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