

CHAPTER 5

Boards, Commissions and Committees

- 2-5-1 Board of Review
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SEC. 2-5-1 BOARD OF REVIEW.

- (a) **Composition.** The Board of Review shall consist of the Chairperson, Town Board Supervisors and Town Clerk.
- (b) **Duties.** The duties and functions of the Board of Review shall be as prescribed in Secs. 70.46 and 70.47, Wis. Stats.
- (c) **Meetings.** The Board of Review shall meet annually on the second Monday of May at the Town Hall of the Town of Burke and notice of such meeting shall be published pursuant to the State Statutes. The Board, through its Clerk, shall establish its meeting hours pursuant to Sec. 70.47(3)(b), Wis. Stats. The Board may adjourn from day to day or from time to time, until such time as its business is completed, providing that adequate notice of each adjournment is so given.
- (d) **Compensation.** Compensation for Board of Review members shall be as established by the Town Board.

State Law Reference: Secs. 70.46 and 70.47, Wis. Stats.

SEC. 2-5-2 PLAN COMMISSION.

- (a) **Composition.** The Plan Commission shall consist of seven (7) citizen members. In addition, the Town Engineer shall be an ex officio member. The citizen members shall be appointed by the Chairperson and confirmed by the Town Board to hold office for terms of three (3) years.
- (b) **Organization of Commission.** The Plan Commission shall organize by the election of a chairman, vice-chairman, secretary and such other officers as may, in their judgment, be necessary.
- (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 Town Clerk. Four (4) 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 may make, adopt and, as necessary, amend, extend or add to the master plan, subject to Town Board confirmation, for the physical development of the Town including areas outside of its boundaries which, in the Plan Commission's judgment, bear relation to the development of the Town. The master 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

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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 subdivision/platting ordinances.

- b. The 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 Town 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 Commission, and a copy of the plan or part thereof shall be certified to the Town 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 Town Board in the performance of their duties.
- (2) Mandatory Referrals to Commission. The Town Board or officer of the Town 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 ways, 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 Town or within the territory over which the Town 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. Unless such report from the Commission is made within thirty (30) days, or such longer period as may be stipulated by the Town Board, the Board or other public body or officer may take final action without it.
 - (3) Miscellaneous Powers. The Commission may make reports and recommendations relating to the plan and development of the Town to public officials and agencies, public utility companies, civic, educational, professional and other organizations and citizens. It may recommend to the Town Board programs for public improvements. All public officials shall, upon request,

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furnish to the Commission, within a reasonable time, such available information as it may require for its work. The 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 Commission shall have such powers as may be necessary to enable it to perform its functions and promote Town planning in cooperation with the Town Board.

- (e) **Vacancies.** Vacancies shall be filled by appointment for the remainder of the unexpired term in the same manner as appointment for the full term.
- (f) **Compensation.** Compensation shall be set by Board resolution. Citizen members shall take the official oath as required by Sec. 19.01, Wis. Stats., said oath to be filed with the Town Clerk.

SEC. 2-5-3 GENERAL PROVISIONS REGARDING MEETINGS AND PUBLIC NOTICE.

- (a) **Regular Meetings; Public Notice.** Every Board, Committee and Commission created by or existing under the ordinances of the Town of Burke shall:
 - (1) Fix a regular date, time and place for its meeting;
 - (2) All meeting notices shall be filed with the Town Clerk who shall cause the notice to be published and posted in full compliance with the Open Meeting Law Requirements.
 - (3) Post at the front door of the Town Hall, or publish, an agenda of the matters to be taken up at such meeting.
- (b) **Special Meetings.** Nothing in Subsection (a) shall preclude the calling of a special meeting or with 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 to 19.89, Wis. Stats.

SEC. 2-5-4 RESIDENCY REQUIRED FOR SERVICE ON BOARDS OR COMMISSIONS.

No person not a resident of and not residing in the Town of Burke shall be appointed to any Town board or commission. Any board or committee member who moves from the Town shall immediately be removed from such board or committee.