

**SECTION 14**  
**PLAN COMMISSION**

**14.1 ESTABLISHMENT.**

There is hereby established a Plan Commission for the Town of Clyman, Wisconsin, in accordance with Section 62.23 of the Wisconsin Statutes.

**14.2 MEMBERSHIP.**

The Plan Commission shall consist of not less than five (5) members as follows:

- (1) the Town Chairman may be a member and, if so, may be the presiding officer;
- (2) at least four (4) Town residents each appointed for staggered three (3) year terms;
- (3) The Plan Commission Chairman and all appointments of Town resident members shall be made by the Town Chairman subject to confirmation by the Town Board.  
*{amended 7/2007}*
- (4) Vacancies shall be filled for the unexpired term in the same manner as appointments for a full term.
- (5) The Vice-Chairman and Secretary shall be elected by the Plan Commission.
- (6) The official oaths shall be taken by all members in accordance with Section 19.01 of the Wisconsin Statutes within ten (10) days of receiving notice of their appointments.
- (7) Terms for the resident members shall commence in the first week in May.
- (8) If no member of the Town board is a member of the Plan Commission, the Plan Commission Chairman may appoint one member of the Plan Commission to serve as liaison to the Town Board. Said liaison shall be responsible for reporting to the Town Board all activities of the Plan Commission. *{amended 7/2007}*
- (9) The Town Board shall advertise and/or post vacancies on the Plan Commission in order to solicit interested and qualified persons wanting to be considered for possible appointment. Interested persons shall provide a letter of interest and/or file an application as may be provided by the Town Clerk. *{amended July, 2008}*

**14.3 ORGANIZATION.**

The Plan Commission shall organize and adopt rules for its own government in accordance with the provisions of this Ordinance. Further:

- (1) Meetings shall be held monthly or at the call of the Town Chairman or a majority of the full Plan Commission and shall be open to the public.
- (2) Standing and/or special sub-committees of the Plan Commission may be appointed by the Chairman.
- (3) A quorum shall be a majority and all actions shall require consent of a majority (of the full Commission) except a motion to adjourn.
- (4) Minutes shall be kept showing all actions taken, resolutions, findings, determinations, transactions, and recommendations made to the Town Board. A copy shall be filed with the Town Clerk (or other Town Board authorized agent) as a public record.
- (5) The Plan Commission may receive compensation for service on the Plan Commission as the Town Board may determine.

**14.4 POWERS.**

The Plan Commission shall have such powers as may be necessary to enable it to perform its designated functions, duties and responsibilities and to ensure conformance with the provisions of this Ordinance. Such powers shall include, but not be limited to, the following:

- (1) Employment of Experts.  
To employ experts, consultants and/or staff and to pay for their services, supplies, equipment, and such other expenses as may be necessary and proper, not to exceed the appropriations and regulations made by the Town Board, or placed at its disposal through gift, and subject to any Ordinance or Resolution enacted by the Town Board.
- (2) Reports and Recommendations.  
To make reports and recommendations relating to the provisions and requirements of this Ordinance, the Land Division Ordinance, Master Plan, and development of the Town to public officials, agencies, utilities, and other organizations and citizens.
- (3) Public Improvement Programs.  
To recommend public improvement programs and financing thereof to the Town Board or Town Chairman.
- (4) Request Available Information.  
To request available information from any public official to be furnished within a reasonable time.
- (5) Authorization to Access Land.  
The Plan Commission, its members, and employees may enter upon any land in the performance of its functions, make examinations and surveys, and place and maintain necessary monuments and marks thereon.

**14.5 DUTIES.**

The Plan Commission shall have all duties granted or assigned by the Town Board or by Town ordinances. All the duties granted or assigned by the Wisconsin Statutes to Plan Commissions and any amendments thereto are hereby granted or assigned to the Commission and such statutes are hereby adopted by reference. Further, the Plan Commission shall have the following specific functions and duties to:

- (1) make and adopt a Comprehensive or Master Plan, or element or component thereof, for the physical development of the Town of Clyman and, from time to time, extend or add to the Plan in accordance with Section 62.23(3) of the Wisconsin Statutes.
- (2) make and recommend an Official Map to the Town Board in accordance with Section 62.23 of the Wisconsin Statutes.
- (3) prepare and recommend a zoning district plan and regulations to the Town Board in accordance with Section 62.23 of the Wisconsin Statutes.
- (4) prepare and recommend land division regulations to the Town Board in accordance with Section 236.45 of the Wisconsin Statutes.
- (5) make any changes to the Comprehensive or Master Plan they deem necessary or desirable and to recommend any changes or amendments to the Town Board that they deem necessary or desirable concerning the Official Map and Official Map

Ordinance, Zoning and Land Division Ordinance, and other Ordinances as deemed related.

- (6) consider and report or recommend on all matters referred to them including, but not limited to, permit applications, plans, and other development permits required by this Ordinance.
- (7) hold public hearings and informational meeting on matters referred to the Plan Commission pursuant to the requirements of this Ordinance, Land Division Ordinance and other Town ordinances as may be pertinent.

**14.6 REFERRALS.**

The Town Board or other public body 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, the following matters:

- (1) proposed or requested changes and amendments to the Town's Master Plan or components thereof, Official Map, Zoning Ordinance, and Land Division Ordinance.
- (2) subdivision plats, certified Survey Maps and condominium plats in the Town of Clyman or within the territory over which the Town is given platting jurisdiction by Chapter 236 of the Wisconsin Statutes.
- (3) annexations, incorporation's, detachments, or consolidations affecting the Town.
- (4) location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition, or lease of land for any street, alley, or other public way, park, playground, airport, parking area, or other memorial or public grounds.
- (5) location, extension, abandonment, or authorization for any public utility whether publicly or privately owned.
- (6) other matters required to be referred to the Plan Commission as provided in Section 62.23 of the Wisconsin Statutes and all other matters required to be referred to the Plan Commission by any other statute of the State of Wisconsin or by any ordinance of the Town of Clyman including this Ordinance and the Land Division Ordinance.